

2016 – 2021

AGREEMENT

Trustees of  
Boston University

and

Boston University  
Security Officers' Association



## INDEX

<u>Article</u>	<u>Title</u>	<u>Page</u>
6	Arbitration	5
21	Classifications & Wages	16
7	Discipline	6
30	Duration	20
10	Emergency Call-In Pay	8
5	Grievance Procedure	4
25	Hazard Pay	18
19	Health & Welfare	14
12	Holidays	8
8	Hours of Works	6
28	Invalidation Clause	19
27	Joint Labor-Management Committee	19
17	Jury Duty	13
20	Miscellaneous	14
24	No Discrimination	17
1	Parties, Recognition, Scope of Agreement	1
11	Personal Leave of Absence	8
26	Physical Fitness & Medical Examinations	18
22	Retirement Plan	17
3	Rights of the Parties	2
4	Seniority Rights	3
9	Shift Differential	8
15	Short-Term Disability	12
14	Sick Leave	10
23	Subcontracting	17
16	Sympathetic Leave	13

18	Uniforms & Equipment	13
2	Union Security	1
13	Vacations	9
29	Waiver & Agreement	19
Appendix A:	Public Safety Officer – NEIDL	22
Appendix B:	Letter of Agreement – Swaps	23
Appendix C:	Letter of Agreement – Security Desk Officer	24

## **Article 1 – Parties, Recognition, Scope of Agreement**

- A. This Agreement is between the Trustees of Boston University, Boston, Massachusetts, hereafter called the "University" and the Boston University Security Officers' Association, hereafter called the "Association."
- B. The University recognizes the Association as the exclusive representative for all full-time Security Officers employed by the Boston University Department of Public Safety in Boston, Massachusetts, but excluding all other employees: service and maintenance employees, office clerical employees, professional employees, sergeants and all other supervisory personnel as defined by the National Labor Relations Board.
- C. The term "employee" or "employees", as used hereinafter, shall apply only to those employees covered by this Agreement.
- D. This Agreement does not cover or apply to students whom the University may employ at any time and from time to time to perform work of any type as a means of earning part of their expenses while students or as a means of fulfilling their cooperative education requirements, and nothing in this Agreement shall restrict the type or amount of work which the University may allocate or assign to students. The University agrees that it will not exceed three hundred sixty (360) hours per week in assigning security duties to students while working as part of their co-operative education assignments.
- E. The parties agree that the purposes of this Agreement are to promote a harmonious relationship between the University, the Association and the employees represented by the Union; to make clear the basic provisions upon which such relationship depends; to establish mutually satisfactory terms and conditions of employment and to prevent, as well as adjust, misunderstandings or grievances relating to employment.

## **Article 2 – Union Security**

- A. It shall be a condition of employment that all employees covered by this Agreement who are not members of the Association on the effective date of this Agreement shall, on the 31st calendar day following the effective date of this Agreement, either (1) become and remain members in good standing in this Association and pay the uniform dues and initiation fees required by the Association or (2) agree to pay the uniform dues and initiation fees to the extent that such dues and fees relate to collective bargaining, contract administration, and grievance adjustment. It shall be the duty of the Association to inform all employees covered by this Agreement of the amount of such dues and fees that are necessary for performing the Association's duties and obligations of exclusive representation on matters of collective bargaining, contract administration, and grievance adjustment with the employer.
- B. Upon written demand of the Association, the University shall promptly discharge any employee who fails to tender the periodic dues and initiation fees uniformly required to become and remain members in good standing of this Association.

- C. Upon the Association's filing with the University written authorization executed by the employees covered herein, and in compliance with all applicable laws, the University shall deduct from the wages of such employees the applicable fees and dues as provided in Section A, above. Such deductions shall be forwarded to the Association no later than the first day of the following month. The Association shall provide to the University the uniform amount of such dues and fees applicable to Section A above.
- D. Such written authorization shall be irrevocable for one (1) year from date of first deduction or upon termination of this Agreement, whichever is earlier. Employees may terminate dues deductions by giving the University written notice of dues termination fifteen (15) days prior to the effective date of such requests. Dues deduction will remain in effect, unless terminated by the employee as described above, as long as there is an Agreement between the University and the Association authorizing such deductions.
- E. The University agrees to furnish the Association with a list of the names, home addresses, and job titles of all present employees covered by this Agreement. After the signing of this Agreement, the University agrees to furnish the Association with a list of the names, home addresses, and job titles of all newly hired employees covered by this Agreement. The University will transmit to the Association this information within five (5) days from the date an employee is hired.
- F. The Association agrees to indemnify and save the University harmless against any and all claims, suits, or other forms of liability arising out of any action of the University under B. of this Article or out of the deduction of money for Association dues from an employee's pay. The Association assumes full responsibility for the disposition of the moneys so deducted once they have been turned over to the authorized Association official as designated by the President of the Boston University Security Officers' Association.

### **Article 3 – Rights of the Parties**

- A. The parties agree that the operation of Boston University, including the supervision of the employees and of their work, is the right of the University. Accordingly, the establishment of reasonable rules to assure orderly and effective work, the determination of what, when and where duties will be performed, the right to lay off employees due to lack of work, the determination of an employee's competency, the hiring, transfer, promotion, demotion, layoff, discipline or discharge of employees for just cause, and working schedules, are rights of the University alone, subject to other provisions of this Agreement. The University shall not exercise these rights arbitrarily, capriciously or in bad faith.
- B. It is agreed by the parties that during the term of this Agreement, or any renewal hereof, there shall be no strikes, slowdowns, work stoppages, lockouts, picketing, banners or advertisements, or any other form of interference or interruption with University operations, by or on behalf of the Association or the employees concerning any matters in dispute between the University and the Association or the employees or concerning any disputes or disagreements between any other persons (or other employees or Unions) who are not signatory parties to this Agreement. Any employee violating the

foregoing provision is subject to disciplinary action, including discharge.

- C. The University shall not refuse to bargain during the course of this Agreement about mandatory subjects of bargaining. The University will notify the Association of proposed changes in personnel policies affecting members of the bargaining unit before they become effective and agrees to discuss such changes with the Association before the changes are implemented.
- D. The University will permit the Association to post notices on a bulletin board regarding matters of Association meetings and other legitimate business pertaining to employees covered by this Agreement. The bulletin board shall be designated by local management and shall be located in a place to which the bargaining unit employees have convenient access.

#### **Article 4 – Seniority Rights**

- A. Seniority shall be defined for the purpose of this Agreement as being the length of continuous regular full-time employment within the bargaining unit. Security Officers employed by University Hospital/Boston Medical Center who are hired as security officers in positions represented by the unit will be allowed to maintain their then current rate of pay. For the purposes of seniority within the unit, the seniority date shall be the date of transfer into the unit. However, these Security Officers shall maintain seniority within the group. For pay purposes, all transferred employees will progress on the pay schedule as outlined in Article 21 (Classification and Wages) consistent with their service as Boston University employees.
- B. The University recognizes the principle of seniority for employees covered by this Agreement, and when qualifications such as ability, training, skill and other relevant qualities are considered equal by the University, the University will give preference in cases of promotion, transfer, shift assignments, layoff, and rehiring to employees with the longest service.
- C. The seniority and employment rights of an employee shall be terminated if the employee (1) quits, (2) is discharged for cause, or (3) is laid off for a continuous period of six (6) calendar months. An employee who is promoted out of the collective bargaining unit shall retain but not accumulate seniority. An employee who leaves the service and is rehired shall be considered as a new employee for purposes of seniority and other benefits provided in this Agreement.
- D. A seniority roster shall be maintained by the University and a copy posted at the place of employment. This list shall be kept up to date and the Association steward will be furnished a copy upon request. The roster shall show the name of the employee, title, date of hire and status (lay-off, leave of absence, promoted out of collective bargaining unit, etc.). Effective with signing of this contract, a roster will be established in accordance with the provisions of this Article. A posted roster will be subject to correction upon protest, provided such protest is made in writing within thirty (30) days of date roster is posted. Employees absent or on leave at the time the roster is posted shall have a period of at least thirty (30) days from the date of their return to file a

protest.

- E. New employees employed in the classification of Public Safety Officer or Public Safety Officer–NEIDL shall be considered on probation for a period of one (1) year from the date of hire. Any difference of opinion between the University and the Association on the matter of discipline, suspension or discharge of any employee during the probationary period shall not be subjected to the grievance and arbitration procedure provided for herein, and the University shall be under no obligation to reemploy any employee who has been suspended or discharged under these conditions or to pay him/her back wages. These provisions shall also apply to any non-bargaining unit employee who is transferred into this bargaining unit.

### **Article 5 – Grievance Procedure**

- A. Grievances are defined as any dispute concerning the interpretation or application of the terms of this Agreement.
- B. Any grievance shall be presented to the University in the following manner, and every effort shall be made by the Association and the University to secure a prompt disposition of such grievance:

Step 1. If an employee believes he/she has a grievance involving a violation of this Agreement, he/she may discuss this with his/her immediate supervisor. If the employee desires, he/she may ask to be accompanied by the Association Steward. Such grievance shall be presented within seven (7) calendar days from the date on which the alleged infraction giving rise to the grievance occurred.

Step 2. If a grievance is not satisfactorily settled by the employee's immediate supervisor, the Association Steward shall reduce the grievance into writing and present same to a representative designated by management no later than ten (10) calendar days after the violation was discussed in STEP 1. The designated management representative will schedule a meeting to discuss this grievance at the place of employment during regular business hours no later than ten (10) calendar days after receipt of the written grievance. The Association Steward, the grievant(s) and the designated management representative will attempt to resolve the grievance at this point. The designated management representative will render a written decision in either case within ten (10) calendar days following the STEP 2 grievance meeting.

Step 3. If the grievance is not satisfactorily settled by the designated management representative, the Association Steward shall within ten (10) calendar days notify in writing the Department Head of the Office of Human Resources that he/she wishes to have a conference to discuss said grievance. This STEP 3 grievance

conference shall be held within ten (10) calendar days of receipt of the Association Steward's request. The Department Head of the Office of Human Resources or his/her designee will render a written decision within ten (10) calendar days after said conference.

- Step 4. If the decision of the Department Head of the Office of Human Resources or his/her designee is not satisfactory to the Association, the President of the Association must notify the Department Head of the Office of Human Resources of the Association's desire to refer said grievance to arbitration. Such notice must be received no later than thirty (30) calendar days following the decision of the Department Head of the Office of Human Resources or his/her designee.
- C. The time limits contained in this Article may be extended by mutual agreement between the parties, and without precedent being established thereby; however, should any grievance not be resolved within ninety (90) days of Step 1, said grievance may then, without prejudice, be submitted to arbitration.
- D. For the purpose of processing grievances pursuant to this Article, the University agrees to recognize one (1) Shop Steward from each shift. The Association agrees to inform the Department Head of the Office of Human Resources in writing of the names of Shop Stewards and the shifts they represent, and to supplement this information if changes are made.
- E. The University will make available to the Association requested information that is necessary and relevant to the Union's processing of the grievance.

### **Article 6 – Arbitration**

- A. The parties agree that the representatives of the University and the representatives of the Association shall use the offices of the American Arbitration Association as the vehicle to resolve arbitration matters. The Voluntary Labor Arbitration Rules of the American Arbitration Association shall govern the selection of an arbitrator and the procedure of any arbitration case(s) involving the parties to this Agreement.
- B. A hearing of the dispute shall be set as soon as possible after the selection of an arbitrator. The decision and award of the arbitrator shall be rendered as soon as possible within the rules of the American Arbitration Association. Such decision and award, when rendered, shall become final and binding upon all parties.
- C. The jurisdiction and power of the arbitrator shall be strictly limited to the application of the terms and provisions of this Agreement relative to the grievance matter submitted to him or her.
- D. The expenses of arbitration shall be shared equally by the University and the Association. The arbitrator may determine questions as to the interpretation and

application of terms of this Agreement, but he/she shall have no authority to add to, subtract from, modify, change or disregard any of the terms of this Agreement. The arbitrator shall not substitute his/her discretion for that of the University or the Association, and he/she shall not exercise any responsibility or function of the University or the Association. No matters involving employee health and safety and no questions involving the wage structure of the bargaining unit shall be considered subject to arbitration. No grievance arising before this Agreement is signed, or during the period between the termination of this Agreement and the effective date of a successor Agreement, if any, shall be arbitrated under this Article.

### **Article 7 – Discipline**

- A. Employees may be subjected to disciplinary action for just cause, such as, but not limited to, matters of insubordination, poor attendance, and poor job performance. Disciplinary action in such matters may take the form of discharge, suspension from duty without pay, demotion, or written reprimand. It is the responsibility of management to insure that such discipline shall not be exercised in an arbitrary or discriminatory manner.
- B. Management will notify an employee who is subject to discipline of the formal investigation of conduct within five (5) calendar days of management's knowledge of the offense. Management will impose discipline within thirty (30) calendar days after management has informed the employee. Exceptions to the above-mentioned time limits are when victims, complainants, or witnesses are out of the immediate area or when the officer is the subject of an ongoing criminal investigation. The Association Steward and the Department Head of the Office of Human Resources shall receive a copy of same.
- C. The University will provide to an employee, upon written request to the Department Head of the Office of Human Resources, a single copy of the contents of his or her personnel file maintained in the Office of Human Resources. Before written warnings are placed in the employee's file, the warning and the reason therefore shall be communicated to the employee.

### **Article 8 – Hours of Work**

- A. The normal, regular work week shall consist of forty (40) hours per calendar week. Management will continue to offer schedules which consist of five (5)-day and four (4)-day work week schedules. Management will determine whether or not days off within the calendar week on any given shift will be rotated among the employees on that shift. The Union recognizes that operational requirements may necessitate exceptions to the normal pattern of assigned days worked and days off on any given shift.
- B. Employees scheduled to work regular shifts will be provided with a thirty (30) minute unpaid meal break and one (1) fifteen (15) minute paid rest period for each eight (8) hour shift and two (2) fifteen (15) minute paid rest periods for each twelve (12) hour shift. Employees are required to report fifteen (15) minutes prior to the start of the

actual shift.

- C. The work week for purposes of determining weekly overtime pay begins at 12:01 a.m. Monday and continues to midnight the following Sunday. Employees shall be paid one-and-one-half (1 ½) times their regular rate of pay for time actually worked in excess of forty (40) hours in the work week as defined above.
- D. Employees are entitled to overtime pay at the rate of one-and- one-half (1½) times their base hourly rate for hours actually worked in excess of their normal forty (40) hour work week as defined above.
- E. For purposes of computing overtime pay for hours worked in excess of eight (8) in any workday, or hours worked in excess of forty (40) hours in any work week, only hours actually worked will count except that paid sick leave hours will be treated as hours actually worked. If a holiday falls on an employee's scheduled workday and is not worked by the employee, the holiday shall be considered as having been worked for the purpose of computing overtime pay for the hours worked in excess of forty (40) hours in any work week.
- F. When an employee is assigned to work on the holiday schedule designated in this Agreement said employee will receive time and one-half (1½) his/her regular base rate for hours actually worked on that holiday.
- G. Overtime payments shall not be pyramided or duplicated.
- H. Insofar as possible, the University will give employees forty- eight (48) hours' notice when overtime work is required except in case of an emergency.
- I. Overtime work will be distributed as equitably as practicable, among qualified employees doing similar work, based upon overtime hours worked and/or rejected by each employee on the campus to which each employee is assigned. For this purpose, management will maintain and post a record of hours worked and/or rejected by individual employees. Overtime work involving court appearances will not be counted in determining whether such overtime work is equitably distributed.
- J. The University reserves the right to require employees to work outside their regular schedule in any situation where management has determined that the employees needed for such work are not readily available on a voluntary basis. Such employees will be chosen in inverse order of seniority. Refusal to work such assignments without good reason will be cause for disciplinary action.
- K. Employees who work overtime outside the regular workday shall be paid for overtime rounded up to the nearest half hour.

### **Article 9 – Shift Differential**

An employee who is regularly assigned to an evening shift shall receive the adjusted rate for the shift (i.e., base rate plus \$.80). An employee who is regularly assigned to a night shift shall receive the adjusted rate for the shift (i.e., base hourly rate plus \$.90). An employee's adjusted rate will be used to compute overtime earnings and benefits.

### **Article 10 - Emergency Call-In Pay**

- A. An "emergency call-in" as used in this Article shall mean that in a situation where an employee is summoned from his/her home, he/she reports in and completes the emergency work assigned.
- B. In cases of an emergency call-in, an employee shall receive a minimum of four (4) hours' pay at his/her regular base hourly rate.
- C. There shall be no pyramiding of overtime with emergency and/or hazardous duty pay.

### **Article 11 – Personal Leave of Absence**

- A. The University will consider requests for personal leaves of absence without pay beyond those necessitated by personal illness, disability, or military service.
- B. All such requests shall be submitted in writing to the immediate supervisor.
- C. Up to two (2) employee Association representatives will, upon written request, be granted time off without pay for the purpose of appearing at arbitration hearings. Employee Association representatives will also be given time off to attend contract negotiations. Pay for such time will be at the sole discretion of the University.

### **Article 12 – Holidays**

- A. The following are the recognized holidays of the University for which an eligible employee covered by this Agreement shall receive holiday pay:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Washington's Birthday	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

The dates on which the above holidays will be observed will be the dates published annually in the University's Schedule of Holidays for non-represented faculty and staff.

- B. To be eligible for holiday pay, an employee must work the full scheduled workdays immediately before and after the holiday. However, if the employee's supervisor authorizes the employee to be on leave without pay, or if the employee is on authorized paid sick leave on the scheduled working day prior to and the scheduled working day after the holiday, the employee shall be paid for the holiday.
- C. If the employee works on a holiday designated above, he/she shall be paid, in addition to his/her regular compensation for that day, at the rate of time and one-half (1½) his/her regular hourly rate for each hour actually worked.
- D. An employee whose shift commences on a holiday shall be considered to be entitled to holiday pay.
- E. The period between Christmas and New Year's Day will continue to be observed as time off with pay whenever a University-wide intersession is declared. An employee who is required to work during such periods will be granted one (1) hour of compensatory time off for each hour worked.
- F. When any of the above-mentioned holidays occur during an employee's vacation period, said holiday shall not be counted as a day of vacation.
- G. There shall be no duplication or pyramiding of holiday and overtime pay rates.

### **Article 13 – Vacations**

Employees shall be entitled to vacation upon the following terms, conditions, and definitions:

- A. A vacation day's pay is at the employee's regular base hourly rate at the time vacation begins.
- B. Each employee who has been employed by the University on a regular full-time, continuous, consecutive basis and is still so employed at the time the vacation starts, shall receive a vacation in accordance with the following schedule:
  - i. Less than three (3) months of service – no vacation.
  - ii. Three (3) months but less than twelve (12) months – two thirds (2/3) of a day for each full month of service.
  - iii. At least twelve (12) months of service but less than twenty-four (24) months – ten (10) days' vacation.
  - iv. At least twenty-four (24) months of service but less than one hundred-twenty (120) months – fifteen (15) days' vacation.
  - v. One-hundred-twenty (120) months or more of service – twenty (20) days' vacation.

The above provisions do not apply for those employees who have a basic short working year (e.g., less than fifty-two (52) weeks).

- C. The vacation schedule shall be arranged between the University and the employee, and so far as possible, shall be granted at the time most desirable to the employee, but the final right of allocation is reserved to the University to insure the orderly continuity of operations. In the event that two or more employees shall claim the same vacation period, seniority shall prevail.
- D. Vacations must be taken no later than the end of each calendar year in which they fall due, except that employees may carry over up to two (2) weeks of unused vacation from one calendar year to the next calendar year. [Note: The three employees who were members of the unit represented by BUPPA prior to their joining this unit in 1995 will continue to carry over up to four (4) weeks.]
- E. No vacation will be taken by any employee prior to its having been earned by the employee consistent with the above schedule. Vacations may not be taken in increments of less than four (4) hours.
- F. When a holiday (as listed in Article 12) falls during an employee's vacation period, the employee will receive one (1) additional paid vacation day to be taken at a time mutually agreeable to the employee and the University, or a day's pay in lieu of the additional day off, at the option of the University.
- G. An employee who is laid off, or any employee entering military service, shall be entitled to any vacation time earned but not used as per the above schedule through the month in which termination occurs.
- H. An employee who quits and gives the University two weeks' notice will be paid unused vacation time on a prorated basis.
- I. An employee who is on an approved vacation day is not eligible to volunteer for overtime work during the eight (8) hour shift for which the absence is approved.

#### **Article 14 – Sick Leave**

- A. Employees shall be entitled to sick leave as follows:
  - i. Less than twelve (12) months of service – one (1) hour of sick leave for every thirty (30) hours of work not to exceed forty-eight (48) hours in the first twelve (12) months.
  - ii. Twelve (12) months or more of service – one (1) day's sick leave for each full month of employment completed after the employee's first 12 months of employment. Sick leave shall be cumulative from year to year to a maximum of one-hundred-twenty (120) working days.
- B. An employee with five (5) years or more of continuous service who has exhausted his/her sick leave as described above may have sick leave at 50% of his/her basic week's pay, at the rate of one (1) week of sick leave for each year of continuous service in excess of five (5) years, but this additional sick leave shall not exceed seven (7) weeks.

C. Employees who incur job-related illness or injury shall promptly file a written report of such illness or injury with their supervisor or department head. An employee who is injured on the job and is sent home or to a medical facility shall receive pay at the applicable hourly rate for the balance of the regular shift on that day. Time lost by Public Safety Officers during statutory waiting periods in which no Massachusetts Worker's Compensation weekly disability benefits are permissible may be paid for from accrued sick leave. Time lost after statutory waiting periods have been satisfied shall be paid for as provided under the Massachusetts Worker's Compensation Laws.

Public Safety Officers may elect to use accrued sick leave to supplement Worker's Compensation weekly disability benefits to the extent that total pay received does not exceed their regular pay.

D. The University will continue to pay its share of the cost of health insurance and group life insurance during job-related disability periods for up to a maximum of six (6) months.

E. Upon termination of employment for any reason, an employee shall not be entitled to compensation for unused sick leave.

F. In order to be entitled to paid sick leave, an employee must notify his/her supervisor on or before the first day of absence due to illness. The University reserves the right to require a doctor's certificate in case of absence due to illness and the right to require examination of the employee by a physician(s) as designated by the University. Such rights will not be exercised unless an employee's overall record of paid sick leave days claimed indicates a pattern of abuse or the employee has been absent from work due to illness for three (3) or more consecutive days.

G. With prior approval of the appropriate department head, and upon completion of six (6) continuous months of employment, an employee may borrow up to six (6) days' sick leave (but not in fractional days) in any twelve (12) month period. An employee who borrows sick leave is not thereafter eligible to use any sick leave until the loan is repaid. Upon termination of employment, borrowed sick leave will be deducted from any final paycheck.

H. Additional hours of sick leave will be added to each employee's sick leave accrual, up to the maximum of one-hundred-and-twenty (120) days on his/her hire anniversary date based upon the following schedule:

<u>Yearly Sick Leave Usage</u>	<u>Additional Sick Leave Accrual</u>
None	2 days
1 day	1½ days
2 days	1 day
3 or 4 days	½ day
5 or more days	None

The above schedule is based upon a twelve (12) month work year; for other schedules, accruals will be prorated.

- I. When an employee has exhausted the paid sick leave to which he/she is entitled under this Article, he/she may request an unpaid leave of absence for illness not in excess of six (6) months, and such leave of absence, if granted, shall not affect the employee's seniority rights or vacation rights under this Agreement, provided the employee notifies his/her supervisor every two (2) weeks or at such intervals as the supervisor may agree upon with an individual employee, that such employee is still on leave of absence for illness. Absence for illness in excess of six (6) months in addition to the paid sick leave to which an employee is entitled under this Article, or failure of the employee to comply with the provisions of this Article as stated above, shall terminate the employment of such employee. The University in its discretion may consent to an unpaid leave of absence in excess of six (6) months. Sick leave shall be counted for purposes of computing overtime.

#### **Article 15 – Short-Term Disability**

- A. After three (3) years of service employees covered by this Agreement will be eligible for short-term disability benefits which bridge the gap between the forty-fifth calendar (45<sup>th</sup>) calendar day of disability and the start of the University's long-term disability program which commences after six (6) months of continuous disability.
- B. In order to qualify for these benefits, the employee must have an examination by a physician approved or selected by the University within two weeks prior to eligibility. The benefits are available only if such physician certifies that the employee is unable, by reason of sickness or bodily injury, to engage in any occupation for which the employee is reasonably fitted by education, training or experience. Disabilities which are specifically excluded under the University's long-term disability insurance plan are not covered by these benefits.
- C. Subject to the above provisions, short-term disability payments will commence on the forty-fifth (45<sup>th</sup>) calendar day of disability or when all accrued sick leave has been used, whichever is later, and will continue until the long-term disability plan begins.
- D. Benefits are payable at the rate of sixty (60) percent of the regular weekly wage rate the employee was receiving immediately prior to the onset of the disability. The minimum payment is one-hundred-seventy-five dollars (\$175) per week, and the maximum payment is five-hundred dollars (\$500) per week.
- E. Benefits under this section will be reduced as a result of payments from any other program paid for in part or in full by the University, such as Workers' Compensation.
- F. Benefits are not payable if the employee was not on active status with pay at the onset of the disability.
- G. Benefits under this section shall not be cumulative or transferable.

### **Article 16 – Sympathetic Leave**

- A. Employees covered by this Agreement shall be allowed time off with pay during the three (3) consecutive calendar days following the date of death of a member of an employee's immediate family. This is applicable only in cases where an employee has been scheduled to work that shift.
- B. The term "immediate family" is defined as spouse, child, parent, parent-in-law, sister-in-law, brother-in-law, grandparent, brother or sister, or other blood relative residing with the employee.
- C. Requests for additional reasonable time off with pay under this Article may be allowed in extraordinary circumstances.
- D. Management has the right to require the employee to provide the name and relationship of the deceased involved and the amount of time off involved.

### **Article 17 – Jury Duty**

An employee called to serve jury duty will be paid the difference between his/her regular base hourly rate up to eight (8) hours per day and/or forty (40) hours per week and the amount paid to him/her by the court, provided he/she was hired and commenced work before receiving notice of such duty. In order to receive such pay, the employee must furnish his/her supervisor with evidence from the court of such duty and the amount paid to him/her by the court.

### **Article 18 – Uniforms & Equipment**

The University agrees to the following policy regarding the uniforms and equipment to be issued to employees, as well as the replacements and maintenance thereof:

- A. Upon hire and during an employee's probationary period, said employee shall be furnished, by the University, with all the required equipment and clothing necessary for the safe performance of his/her duty.
- B. Employees are expected to exercise reasonable judgment in the care and maintenance of clothing and equipment issued to them.
- C. The University agrees to replace worn or damaged clothing and equipment, as needed, with a recommendation of management.
- D. The University will provide for cleaning, laundering and the necessary repair of all clothing and equipment furnished employees at the full and total expense of the University.
- E. Clothing and equipment which is lost, stolen, or damaged, primarily due to employee

negligence, will be paid for by the employee at the replacement cost to the University.

- F. The employee will reimburse the University for any uniform and/or equipment not returned at the time of termination of employment.

### **Article 19 – Health & Welfare**

The University will provide the same health and dental plan options to all eligible members of the bargaining unit with the same plan design (network, benefits, deductibles, etc.) as are offered to the University's non-represented faculty and staff. This provision is subject to the University's unilateral right to amend plan options so long as such amendments are applied equally to the members of the bargaining unit as to the University's non-represented faculty and staff.

### **Article 20 – Miscellaneous**

- A. The University and the Association agree that the health and safety of all its employees shall be protected. The University will provide employees covered by this Agreement with adequate locker rooms, toilet and washroom facilities, which shall be heated, ventilated and lighted, and kept in clean, dry and sanitary condition.
- B. The University shall protect each employee with Worker's Compensation Insurance and will further insure its automotive vehicles for public liability, personal injury and property damage at no expense to the employees who are required to use them in the performance of their duties on the premises of the University or at the direction of the University.
- C. The University shall provide communication devices to those employees who are required to use them in the performance of their duties.
- D. The University will, from time to time, require employees to participate in training programs. Time spent in attending required training sessions will be counted as time worked.
- E. An employee shall have the right to examine, by appointment, and obtain a single copy of any materials in his/her personnel file kept in the Office of Personnel, except confidential communications to members of management.
- F. The University has comprehensive general liability and malpractice insurance policies which provide coverage for employees in this bargaining unit for actions taken within the scope of their employment. The University will defend and indemnify employees for actions taken within the scope of their assigned duties and responsibilities, while on duty.
- G. Employees with at least one (1) year of service are entitled to one (1) day of paid personal leave per contract year. In addition, employees may convert one (1) bonus day per calendar year earned under the sick leave incentive program to a personal day

and one (1) earned sick day to a personal day. An employee must request such day off at least one (1) day in advance, except in emergencies. In addition, employees may convert one (1) bonus day per contract year earned under the sick leave incentive program to a personal day and one (1) earned sick day to a personal day.

- H. Nothing in this Agreement or in past practice shall restrict the University's right to assign Public Safety Officers to single-officer patrols, either on foot or in a vehicle.
- I. The University agrees to provide the same Family and Medical Leave benefits, including maternity leave, as are provided to other full-time, non-represented, non-exempt employees. If these benefits are changed, the University will notify the Association before the effective date that the changes are being implemented for employees covered by this Agreement.
- J. All security officers newly hired after May 31, 1995 will be required to pay for parking at the medical campus. Public Safety officers employed by Boston University on or before May 31, 1995 will not be required to pay for parking until June 30, 2000.
- K. Employees who are required to work when the entire Medical Campus (School of Medicine, School of Public Health, and the Goldman School of Dental Medicine) is officially closed or when the work day of the entire Medical Campus is officially shortened due to severe weather conditions, shall receive compensatory time off with pay equal to the hours actually worked by the employee during the period of the official closure.
- L. Each officer will be evaluated annually by his or her immediate supervisor during the months of January and February. The Security Officer evaluation form (see attached) will be used. The evaluation form shall serve as a tool to identify the employee's strengths and weaknesses.

The University's performance evaluation process is intended to facilitate supervisory discussions with employees represented by BUSOA. The performance evaluation will be conducted by the employee's immediate manager or supervisor. The parties agree in concept that the evaluation meeting will take place at least once a year to discuss an employee's job performance. The performance evaluation process will also give an employee an opportunity to learn which areas of his or her job performance meet or exceed standards or require improvement. The employee will be provided with a copy of his or her evaluation. The performance evaluations will not be used for disciplinary action and will not be subject to the grievance procedure.

- M. On a case-by-case basis, the University will endeavor to modify duty assignments consistent with documented medical restrictions for employees who have experienced work-related injuries. The University may, subject to same considerations, make temporary modified duty assignments due to non-work related injuries. The temporary modified duties are in no way precedent-setting for non-temporary assignments for full time officer assignments. Ordinarily, temporary modified duties assignments shall not be authorized for periods exceeding sixty (60) days in duration. The Director of Public Safety may grant an extension after consideration on a case-by-case basis.

This section shall not be construed as a guarantee of a specific form of accommodation nor shall the accommodation in one case establish a precedent for similar or dissimilar circumstances. The decision of the University to provide or not to provide such accommodations shall not be subject to the grievance procedure. However, Management will meet with an employee and his or her union steward if the employee wishes to provide additional information when a request for modified duty accommodation is not approved.

### Article 21 – Classification & Wages

- A. Within the classification of Security Officer there are four (4) ranks: Public Safety Officer I, Public Safety Officer II, Public Safety Officer III, and Public Safety Officer IV. Within the classification of Public Safety Officer/NEIDL there are four (4) ranks: NEIDL/Public Safety Officer I, NEIDL/Public Safety Officer II, NEIDL/Public Safety Officer III, and NEIDL/Public Safety Officer IV.
- B. The following schedule of basic hourly wage rates shall apply for each classification during the term of this Agreement:

<b>Public Safety Officer</b>							
Classification	Shift	Service Requirements	7/1/2016	7/1/2017	7/1/2018	7/1/2019	7/1/2020
Public Safety Officer I	Day	Hire Date to 18 months	\$20.11	\$20.57	\$21.03	\$21.50	\$21.98
	Evening		\$20.93	\$21.40	\$21.88	\$22.38	\$22.88
	Night		\$21.03	\$21.51	\$21.99	\$22.48	\$22.99
Public Safety Officer II	Day	19 to 30 months	\$22.09	\$22.58	\$23.09	\$23.61	\$24.14
	Evening		\$22.90	\$23.42	\$23.95	\$24.49	\$25.04
	Night		\$23.01	\$23.52	\$24.05	\$24.59	\$25.15
Public Safety Officer III	Day	31 to 42 months	\$24.10	\$24.64	\$25.20	\$25.76	\$26.34
	Evening		\$24.92	\$25.48	\$26.05	\$26.64	\$27.24
	Night		\$25.02	\$25.58	\$26.16	\$26.75	\$27.35
Public Safety Officer IV	Day	More than 43 months	\$26.10	\$26.69	\$27.29	\$27.91	\$28.53
	Evening		\$26.92	\$27.53	\$28.15	\$28.78	\$29.43
	Night		\$27.02	\$27.63	\$28.25	\$28.89	\$29.54
<b>NEIDL Public Safety Officer</b>							
Classification	Shift	Service Requirements	7/1/2016	7/1/2017	7/1/2018	7/1/2019	7/1/2020
NEIDL Public Safety Officer I	Day	Hire Date to 18 months	\$23.12	\$23.64	\$24.17	\$24.71	\$25.27
	Evening		\$23.94	\$24.48	\$25.03	\$25.59	\$26.16
	Night		\$24.04	\$24.58	\$25.13	\$25.70	\$26.28
NEIDL Public Safety Officer II	Day	19 to 30 months	\$25.41	\$25.98	\$26.57	\$27.16	\$27.77
	Evening		\$26.23	\$26.82	\$27.42	\$28.04	\$28.67
	Night		\$26.33	\$26.92	\$27.53	\$28.15	\$28.78
NEIDL Public Safety Officer III	Day	31 to 42 months	\$27.72	\$28.34	\$28.98	\$29.63	\$30.30
	Evening		\$28.54	\$29.18	\$29.84	\$30.51	\$31.19
	Night		\$28.64	\$29.28	\$29.94	\$30.62	\$31.31
NEIDL Public Safety Officer IV	Day	More than 43 months	\$30.03	\$30.71	\$31.40	\$32.10	\$32.83
	Evening		\$30.85	\$31.54	\$32.25	\$32.98	\$33.72
	Night		\$30.95	\$31.65	\$32.36	\$33.09	\$33.83

- C. Non-probationary employees may be granted increases at the sole discretion of the University. These pay increases will be awarded for special meritorious performance. No provisions of this Agreement shall restrict the University in its right to grant or deny such performance increases, nor shall any University decision as to this matter be subject to the Agreement's grievance and arbitration provisions. The University will notify the Association of performance increases granted.
- D. In recognition of the additional training and duties performed by employees who are certified Emergency Medical Technicians, the University will pay employees who secure and maintain certification as Emergency Medical Technicians \$780.00 per year in twelve (12) monthly payments.
- E. Public Safety Officers, while assigned by management as Security Desk Officers, will be paid a premium of two percent (2.0%) of their individual rates.
- F. Public Safety Officers who have been appointed or who are appointed as Special Police Officers will be paid a premium of two percent (2.0%) of their individual rates of pay, so long as they continue as appointed Special Police Officers.
- G. Employees selected for assignment at the NEIDL facility will be compensated at the rate of fifteen (15%) above the rate in effect for SO's with comparable experience. This rate will be fully-loaded (i.e. includes Security Desk Officer and Special Police Officer differentials.)

#### **Article 22 – Retirement Plan**

- A. Eligible employees in the bargaining unit may participate in the Boston University Retirement Plan. Employee eligibility and benefit levels are defined by the plan. This provision is subject to the University's unilateral right to amend the benefits provided by the Boston University Retirement Plan so long as such amendments are applied equally to the members of the bargaining unit as to the University's non-represented faculty and staff.
- B. Retirement contributions for bargaining unit employees will be transmitted weekly.

#### **Article 23 – Subcontracting**

The University reserves exclusively to itself the right to contract with any outside agency for goods and services it may deem necessary to insure its successful operation. The determination when outside contracting is necessary shall be made solely by the University.

#### **Article 24 –No Discrimination**

The University and the Association agree that no person employed or applying for employment shall be discriminated against, except as permitted by Federal or State law, because of race, color, religion, sex, sexual orientation, national origin, marital/parental status, union status or

non-union status, veteran status, disability, genetic information or age. Nothing contained herein shall prevent the employer from complying with the requirements of the Americans with Disabilities Act.

### **Article 25 – Hazard Pay**

- A. Employees assigned to and working directly in a hazardous situation as declared by management, shall be paid six dollars (\$6.00) per hour for all hours actually worked in a hazardous situation in addition to their base hourly rate.
- B. Hazardous situations shall be determined at the sole discretion of the University, and its decision is not a subject for grievance under Article 5 (Grievance Procedure). Hazard Pay will not be duplicated or pyramided for any reason.
- C. Any employee who is injured while assigned to and working directly in a hazardous situation, and is not able to work based on the written recommendation of a physician he/she has consulted, will receive a maximum of five (5) days' pay (maximum of eight (8) hours per day) at his/her regular base hourly rate. This five (5) day period is the first five (5) days of absence from the time of injury. Such time off with pay will not be charged to Sick Leave. The University reserves the right to require a certificate from the physician consulted by the employee showing that the employee is unable to work. The University may require the employee to submit to further examinations by such physicians as it selects.
- D. If it is determined that an employee is entitled to Worker's Compensation weekly disability benefits, such pay will be used to supplement such benefits, but only to the extent that total pay received does not exceed his/her regular pay.

### **Article 26 – Physical Fitness & Medical Examinations**

- A. Each employee in the bargaining unit is required to furnish, within thirty (30) days of the signing of this Agreement, and annually thereafter, a certificate signed by a qualified physician indicating whether or not the employee has any physical or medical condition which may limit his/her ability to perform the duties of his/her job classification, as defined by the University, safely and effectively. Such medical examinations will be conducted by a physician designated by the University and the costs of the examination will be paid by the University. An employee may request that such medical examination be conducted by an alternate physician of his/her choice. Such alternate examination will be acceptable to the University, provided that the alternate physician conducts the same medical examination as that conducted by the University-designated physicians, and that such alternate physician has been approved in advance by the University. Such approval will not be arbitrarily denied. In the event that an alternate physician is employed for such examination, the entire cost will be paid by the employee.
- B. In the event that an employee is determined to have a physical or medical condition which indicates that he/she will be unable to perform the duties of his/her job

classification safely and effectively, the employee may elect to obtain a second medical examination. The cost of such second examination shall be paid by the employee. If the findings of the second examination are substantively different from those of the first examination, then the employee shall be examined by a third physician acceptable to the Association and the University. The opinion of such third physician shall be binding upon all parties. The fee for the third physician shall be shared equally by the University and the Association.

- C. Nothing in this Article shall be deemed to abridge the right of the University to require an employee to submit to medical examination(s) by a physician or physicians designated by the University if in the judgment of management an employee's condition or behavior suggests that such examination(s) is/are appropriate for the protection of the employee and/or the University community. Such right will not be exercised arbitrarily. Any such examination(s) shall be conducted at the expense of the University.

### **Article 27 – Joint Labor-Management Committee**

- A. For the term of this Agreement, the parties agree to establish a Joint Labor-Management Committee for the purpose of establishing a regular forum for discussion, review, and possible solution of issues of general concern to bargaining unit employees, including matters relating to working conditions and safety.
- B. The Committee shall consist of two (2) employees selected by the Association, two (2) individuals representing management of the Public Safety Department, and one (1) representative of management designated by the Vice President for Administrative Services. The Committee shall meet regularly. Each member of the Committee shall have one (1) vote.
- C. The actions and votes of the Committee shall be advisory recommendations to the University. Nothing in this Article shall be deemed to waive or limit the University's rights under this Agreement or its reserved rights to manage the University.

### **Article 28 – Invalidation Clause**

If any of the terms and conditions of this Agreement are in violation of any City, State, or Federal Law or Court Decision or Decree, then, to the extent of the violation, that portion of this Agreement shall be null and void and subject to renegotiation. If any portion of this Agreement is declared illegal, the remaining provisions of the Agreement shall not in any way be affected.

### **Article 29 – Waiver & Agreement**

- A. The University and the Association for the life of this Agreement each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement. All rights and duties of both parties are specifically

expressed in this Agreement, and such expression is all-inclusive. This Agreement constitutes the entire Agreement between the parties, with respect to all terms included herein.

- B. If any law or judicial order or administrative or executive order or ruling shall so conflict with or shall so restrict or affect the performance of this Agreement or any Article or Articles thereof in accordance with its terms so as to make it either impossible for such performance or in the judgment of the University unduly burdensome, then the University may at its option terminate the affected Article or Articles thereof by written note to the Association, and the University shall in good faith commence negotiations of a new Article or new Articles which were terminated.

### **Article 30 – Duration**

This Agreement shall become effective as of July 1, 2016, and shall remain in effect from that date to and including June 30, 2021 and year to year thereafter, unless either party shall serve notice in writing on the other at least sixty (60) days prior to expiration date of June 30, 2021 or any subsequent anniversary date of any year during which this Agreement is in effect, of a desire to terminate or amend this Agreement.



**Appendix A**  
**Public Safety Officer - NEIDL**

1. All security officers assigned to the NEIDL building (gate, perimeter, and inside the facility) will be represented by the Association.
2. All positions will be posted as promotional opportunities.
3. Only personnel who are selected through the posting and subsequently meet the established requirements will be assigned by Management to positions at the NEIDL facility.
4. Posting of vacant positions, post assignments, overtime opportunities, transfer opportunities, vacation scheduling, etc. will be limited to employees assigned to the NEIDL.
5. The assignment and re-assignment of officers at the NEIDL will be as determined by the needs identified by Management.
6. Officers assigned to the NEIDL are eligible for all other provisions of the contract.
7. Qualifications: NEIDL officers must meet and maintain the following qualifications:
  - Must possess a valid License to Carry Firearms.
  - Must meet requirements to be appointed as a Massachusetts State Special Police Officer.
  - Must successfully complete an assigned sixteen (16) week, live-in, police academy (this academy does not include firearm's training).
  - Must successfully complete forty (40) hr. firearm's training.
  - Must successfully pass background checks as determined by the University at time of hire and continue to meet standards of the background check throughout period of employment.
  - Must satisfactorily complete the Physical Aptitude test.
  - Must successfully complete a Psychological assessment.
8. Any officer assigned to the NEIDL facility who fails to maintain these qualifications will be subject to termination. At the discretion of Management, NEIDL officers who no longer meet the qualifications for assignment at the NEIDL may be reassigned as Security Officer if positions are available to other assignments on the Medical Campus.
9. Any officer who is selected for and is provided the academy training by the University to qualify for assignment as a Public Safety Officer-NEIDL shall be obligated to work for the University for a period of at least one year following receipt of such training. Any officer who voluntarily terminates employment within one year of receipt of such training shall reimburse the University for the cost for such training.

**Appendix B**  
**Swaps Side Letter of Agreement**  
**November 18, 2016**

Members of the bargaining unit shall be permitted up to two (2) shift swaps per pay period, provided that they are arranged in the prescribed manner and approved in advance except that each public safety officer will be only be allowed a maximum of seventy-eight swaps per calendar year.

Management reserves the right not to approve swaps based on staffing needs or other non-arbitrary reasons.

Bargaining-unit members who fail to report for a scheduled swap or swaps may be subject to discipline, including but not limited to the loss of the ability to participate in swaps.

**Appendix C**  
**Security Desk Officers Side Letter of Agreement**  
**April 3, 2012**

1. Public Safety Officers (PSO's), who have completed the probationary period will be eligible to apply for assignment as a Security Desk Officer ("SDO").
2. In addition to maintaining all skills and training required of PSOs, SDOs receive additional training specific to the SDO assignment. SDO officers are eligible to work voluntary and mandatory overtime in the field outside their SDO responsibilities.
3. If there is an open shift assignment for a Security Desk Officer, management may:
  - a. Assign a qualified SDO on that shift to fill that post for the shift.
  - b. Select from top to bottom from SDO's on the rotating volunteer list.
  - c. If no qualified SDO volunteers to fill the shift, the shift may be filled from the mandatory overtime list.