



Labor Management Agreement
CSEA Local 611 and SUNY Oswego

Scheduled vs. Unscheduled Time off Request Policy for Facilities Services

Unscheduled time off:

1. a) When an employee calls in their same-day absence less than four hours prior to the start of the shift
- b) An employee needs to leave work immediately due to an emergency
- c) An employee does not have pre-approved time off and requests to take time off after they have arrived at work
2. Scheduled time off: Requests for time off that have been pre-approved in accordance with the below procedure

Requests for time off need to be responded to by the supervisor per the parameters outlined in the contract and supervisors have five (5) days to respond. Employees need to charge the time off to the appropriate leave category. If a time off request is denied due to operational needs, the employee shall receive a written reason for the denial.

This agreement will sunset September 1, 2025, and will be reviewed at that time.

<u>[Signature]</u> CSEA Local 611	<u>10/30/24</u> Date	<u>[Signature]</u> Management	<u>10.30.24</u> Date
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NYS-CSEA Partnership - Applied Skilled Trades Program

Operational Services Unit employees enrolled in the NYS CSEA Partnership two-year Applied Skilled Trades Program are allowed to report directly to their weekly in-person classroom instruction and as such, it shall be considered their daily work assignment for that day.

This Agreement will sunset September 1, 2025 and will be reviewed at that time.

Sharon Cronie
CSEA Local 611

10/30/24
Date

Victoria L. Furberg 10.30.24
Management Date

[Signature]
CSEA Local 611

10/30/24
Date

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Management Date

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ASU Summer Work Hours

Administrative Services employees will be allowed to modify their regular work hours in the summer. Effective Monday after graduation through Friday prior to Faculty and Staff orientation, CSEA office employees will work 8:00 a.m. to 4:00 p.m. with a half hour lunch break. There may be some departments where the summer schedule is not practicable. In these cases, the 8:00 a.m. to 4:30 p.m. schedule with an hour lunch break will remain in effect for those departments. The respective divisional Vice President will have final departmental schedule approval. Approval and denials will be used based on operational need at that time.

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Sharon Dromie
CSEA Local 611

10/30/24
Date

Victoria L. Furlong 10.30.24
Management Date

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Standing Release Time

There are annual events on campus that allow employees to attend under release time with supervisor approval. The parties agree that the below events will be afforded release time, with supervisor approval, according to the below schedule each year as they occur. Any request for release time not listed below should be submitted to the Assistant Vice President of Human Resources for review and approval.

- Mental Health and Wellness Fair– 1 hour granted
- CSEA Info Day –3 hours granted
- Facilities Services Employee Appreciation Picnic – 3 hours granted
- Employee Appreciation BBQ – 3 hours granted
- All Campus-Wide Opening Picnic –1 ½ hours (Evening event) granted
- CSEA Membership Meeting and BBQ – 3 hours granted
- Annual Campus Community Breakfast – 1 ½ hours granted
- Presidential Inauguration – September 27, 2024 – 2 hours granted

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<u>Sharon Cromie</u> CSEA Local 611	<u>10/30/24</u> Date	<u>Victoria L. Furlong</u> Management	<u>10.30.24</u> Date
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<u>Jolene Dewine</u> CSEA Local 611	<u>10/30/24</u> Date	_____ Management	_____ Date
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ASU In-House Canvassing during Probationary Period

Administrative Services Unit employees currently serving a probationary period are allowed to apply for a title transfer during the Human Resources In-House Canvass process. Any time already served during such probationary period in the same title will count and carry forward at the time of the transfer.

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<u>Sharon Cromie</u> CSEA Local 611	<u>10/30/24</u> Date	<u>Victoria L. Furlong</u> Management	<u>10.30.24</u> Date
<u>Shelley E. [Signature]</u> CSEA Local 611	<u>10/30/24</u> Date	<u>Amy P. [Signature]</u> Management	<u>10/30/24</u> Date
<u>[Signature]</u> CSEA Local 611	<u>10/30/24</u> Date	<u>[Signature]</u> Management	<u>10/30/24</u> Date
<u>Jolene Devise</u> CSEA Local 611	<u>10/30/24</u> Date	_____ Management	_____ Date
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OSU Rest Period

Operational Services Unit employees will be provided with one Rest Period of 30 minutes in duration each day for those who are scheduled to work a full day. Break time includes travel time to and from the break location, and employees may not skip the break to extend the lunch period or shorten the workday. Employees are not required to report to their main work location for breaks, rather they may remain at their current worksite. Management may move the time of an existing rest period if an operational need arises.

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Sharon Crömeo 10/30/24
CSEA Local 611 Date

Victoria L. Furlong 10.30.24
Management Date

[Signature] 10/30/24
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[Signature] 10/30/24
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Jolleen Dewine 10/30/24
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Requests for Voluntary 70.1 Transfers in State Service

Voluntary requests for 70.1 transfers from State employees who have not qualified as a result of taking a Civil Service Exam will be considered only after exhausting the Civil Service List of eligible candidates for the respective title at SUNY Oswego. Once a position is available for a 70.1 transfer, it will be posted on the Employment Opportunities page of the Human Resources website.

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Sharon Cromie
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10/30/24
Date

Victoria L. Jurlong 10.30.24
Management Date

Scott Rey
CSEA Local 611

10/30/24
Date

Amy Plette 10/30/24
Management Date

Ray D. Meyer
CSEA Local 611

10/30/24
Date

Juan - 10/30/24
Management Date

Jolleen Devine
CSEA Local 611

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