

Labor and Employee Relations

Questions

- **Which faculty and staff are represented by Unions?**
- **Does faculty or staff have to join the Union?**
- **If I am currently a dues paying union member and would like to stop dues deductions, what is the process?**
- **Where can I find copies of the Rules of Conduct, Disciplinary Report, and the Collective Bargaining Agreement that covers my faculty and staff?**
- **When do I have to allow an employee Union representation?**
- **What should be my course of action if I want to reorganize my department?**
- **Which employees are entitled to MLK Day as a paid holiday?**
- **How are sick occurrences for staff calculated for the purpose of discipline?**
- **Am I required to offer an accommodation to disabled faculty, staff or employees and if so, how do I determine the accommodation?**
- **How do I handle attendance or performance problems or other violations of the work rules?**
- **What are temple's policies for funeral or bereavement leave?**
- **Does Temple University have a policy on ethnic intimidation?**
- **I am leaving my job at Temple and I need to conduct an exit interview. How do I do this?**

Answers

Which faculty and staff are represented by Unions?

TLPPCBA, Temple Law Professors Collective Bargaining Association – law faculty

AFSCME, American Federation of State, County, and Municipal Employees – first-level professional employees such as dental assistants, administration assistants, and program coordinators

TAUP, Temple Association of University Professionals – full time faculty and other academic professionals, including librarians in the libraries and 13 of the schools and colleges (exceptions are Medical, Podiatry, Dental, Law).

TUGSA, Temple University Graduate Students' Association – graduate student teaching and research assistants

BUE, Brotherhood of University Employees – housekeepers, grounds workers, drivers, AV operators, mail carriers, and storeroom clerks

Local 511, Security, Police, and Fire Professionals of America (SPFFPA) – police officers and security guards

Local 835, International Union of Operating Engineers – skilled trade workers

1199C, The Guild of Professional, Technical, and Clerical - clerical employees

1199C PTEA, The Professional and Technical Employees Association – clinical workers

Nursing Association of Temple University/ Pennsylvania Association of Staff Nurses and Allied Professionals (NATU/PASNAP) - nurses

Does faculty or staff have to join the Union?

Employees covered by Local 835 and Brotherhood of University Employees (BUE) on the Main Campus are required to become dues paying union members as a condition of employment. Employees covered by 1199c Clerical Unit, Local 511 (covering police and security) and the Nursing Association of Temple University/PASNAP (NATU/PASNAP) covering nurses are required to either pay dues as a full member or a portion of dues under “agency fee”. Employees who are not covered by a collective bargaining agreement or covered by Temple Association of University Professionals (TAUP), Professional, Technical, and Clerical employees (1199c PTEA Unit), American Federation of State, County and Municipal Employees (AFSCME), Temple University Graduate Student Association (TUGSA) or Local 835 on the Health Sciences Campus are under no obligation to join a union.

If I am currently a dues paying union member and would like to stop dues deductions, what is the process?

The collective bargaining agreements which allow employees the choice of being a full dues paying member, an agency fee member or not to pay dues at all contain terms under which one may resign membership. Usually, membership can only be withdrawn during the last 15 days of any contract and must be done in writing to both the union and Temple University Labor Relations Department. However, some contracts, such as TAUP, allow annual withdraw periods. For clarification, please contact Labor and Employee Relations at 1-1319.

Where can I find copies of the Rules of Conduct, Disciplinary Report, and the Collective Bargaining Agreement that covers my faculty and staff?

Rules of Conduct and Disciplinary Report Forms and most collective bargaining agreements can be found on the HR website under “Labor Relations”. If you cannot find what you are looking for or you would like guidance regarding a disciplinary or contractual matter, please call 1-1319.

When do I have to allow an employee Union representation?

Employees must be allowed to have a union rep present in any meeting which may lead to discipline. This may include investigatory meetings or disciplinary meetings. An employee is not obligated to have a rep under any circumstances and may therefore choose not to.

What should be my course of action if I want to reorganize my department?

After approval from the Dean or Vice President, all reorganizations must be done in consultation with Labor and Employee Relations. This allows us to insure that all actions are done in accordance with existing collective bargaining agreements and university policies. This is particularly important when reorganizations may result in reductions in force.

Which employees are entitled to MLK Day as a paid holiday?

Only employees covered by BUE and 1199c Clerical contracts are entitled to MLK Day as a paid holiday. If a BUE or 1199c Clerical employee is required to work on MLK, he or she should be paid time and one half for time worked on this day and receives 1 additional day off at straight pay within 30 days. All other employees must use a personal or vacation day if they wish to take this day as a holiday.

How are sick occurrences for staff calculated for the purpose of discipline?

Each day of an absence counts as a separate occurrence. However, once an employee is out for 4 or more consecutive days, the count stops and 4 occurrences are recorded. Pg. 23 of the Employee Manual contains the full sick leave policy. Please contact Labor Relations if you have further questions regarding a staff member’s sick leave.

Am I required to offer an accommodation to disabled faculty, staff or employees and if so, how do I determine the accommodation?

A faculty member requesting an accommodation should be referred to the Sr. Vice Provost for Faculty Affairs. Other employees should be referred to Employee Relations and students should be referred to Disability Resources. If a request comes to you as a supervisor, refer the person requesting, but also contact the appropriate office so that we are aware that a request has been made and can follow up as appropriate.

How do I handle attendance or performance problems or other violations of the work rules?

Performance issues, including attendance, should be discussed with a representative from Labor and Employee Relations to ensure consistency and proper interpretation of the rules and also to discuss alternatives.

What are temple's policies for funeral or bereavement leave?

According to Section 6.4, Bereavement Leave, of the Employee Manual, all full-time and regular part-time non-bargaining unit employees will be granted paid bereavement leave to attend the funeral or mourn the recent death of a family member. Employees shall make every effort to notify their supervisor prior to taking such leaves. Temple reserves the right to demand proof of any death and relationship for which leave is taken. Please consult the table in the Employee Manual for the number of days paid leave for each type of relative. Union employees should consult their collective bargaining agreement for their bereavement leave benefits.

Does Temple University have a policy on ethnic intimidation?

Yes. Temple University's ethnic intimidation policy is available for review on the Temple University Policies and Procedures website.

I am leaving my job at Temple and I need to conduct an exit interview. How do I do this?

Please refer to the Exit Interview Questionnaire in the Human Resources section of the TU Forms website