



The Fair Dealer

YSU Association of Professional Administrative Staff

February 2005

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General Membership Meeting

March 16, 2005

11:00—1:00

Ohio Room, Kilcawley Center

Agenda:

Lunch will be served
Review of Contract, including highlights for new members

A Message from APAS President

As we begin a new year and new semester, I also begin my return as President of YSU-APAS. Those who have been around for over two years know that I served in this capacity previously and took a break while serving as Vice-President under Sherri Martz. I wish Sherri well in her retirement and thank her for the great job she did on our behalf. She left business in very good order and made this transition seamless. Welcome and congratulations to Amy Cossentino in her new role as Vice-President—this appointment being made in December by the YSU-APAS Executive Committee. We owe her our gratitude for her willingness to serve and wish her well in this new position.

Since our last newsletter, YSU-APAS and the University have concluded negotiations on the within-grade salary adjustment issue. This has been a very difficult

issue to define and negotiate. The results of the negotiations were signed off in a “memorandum of understanding” (also referred to as an MOU) and now becomes part of our contract. A copy of that MOU is included in this newsletter. Please read it over along with the article explaining the new agreement and if you have any questions, you may contact any member of the negotiating team.

A list of building representatives is also included in this newsletter along with a listing of everyone serving on all of the union committees. Make it a point to know who is serving in what capacity so that any concerns you have can be directed to the most appropriate individuals. Thanks to everyone who gives of their valuable time to serve. There is a lot of good work being done by these folks and most of it goes unnoticed.

Sally Kenney

Contract negotiations will soon begin between the University and our sister unions on campus—YSU-OEA (faculty) and YSU-ACE (classified staff). Both of these units' contracts are set to expire in August of this year. We wish them well as their talks begin and want them to know we stand supportive in whatever they need of us.

In closing, I would like to ask each of you to please consider donating whatever you are able to the upcoming university-wide funding drive for the victims of the devastation caused by the recent tsunami. All donations from this YSU effort will be sent directly to UNICEF and earmarked for tsunami relief. The drive will kick off February 15 and continue through March 15.

Sally Kenney

Changes to the current APAS Agreement

Sally Kenney

Included in this newsletter are copies of the latest two changes to our current Agreement.

The first, dated December 7, 2004, is to allow an adjustment in the number of reserved parking spaces for faculty and staff in Lot M-24. We agreed to this because close monitoring of the situation proved that many of the spaces were being left unused by faculty and staff and students were having a difficult time finding parking spaces.

Copies of the changes in Articles 4 and 11 are also included. These changes came about as a result of the original Article 4.6, which allowed for a committee to develop a framework for “within-grade adjustments.” Throughout negotiations for at least the past ten years, our union has attempted to find some way for a member to be compensated for the additional value he/she brings to the position by obtaining more knowledge, higher levels of competencies for performing duties, and demonstration of additional or more in-depth abilities as time passes. In addition, many of us are assigned duties that require additional responsibilities or higher levels of responsibility, but no additional compensation comes with it.

The above situations certainly make you more valuable to the university, but don’t necessarily qualify you to move to a higher level within your job family. Because of that, it was possible that a person, while becoming more valuable,

would never be able to be compensated for that value because he/she may have been in a position that would remain at that position and title.

That one article took so much time to iron out during negotiations, it was agreed that a separate committee would work on it and come back with recommendations to continue negotiations. The result of those long and tedious sessions produced the changes that you see in Articles 4 and 11.

To summarize:

If you feel your position may not be in the correct family or pay grade within that family, you should request that your position be audited for the purpose of determining your correct placement.

If you do not qualify for a higher pay grade, a movement within-grade base adjustment will be considered.

If you feel that additional duties and responsibilities have been assigned to you that require increased knowledge, skills or abilities and/or increased levels of responsibilities, you should request that your position be audited for the purpose of determining if a movement within your pay grade is warranted.

A movement within-grade will result in a base salary adjustment ranging from 1% to 5%. The adjustment will be the recommendation of the Executive Director of Human Resources.

If you disagree with the results of a position audit, you have

the right to appeal the decision. This must be submitted on the proper form to the Office of Human Resources within 30 days of receipt of notification of the audit results.

The Audit Appeal Committee will review your appeal and notify you within 60 calendar days of their decision, which is final and binding. The Audit Appeal Committee will always have one voting member that is your peer—a member of YSU-APAS. This is something we never had before and assures a fair review of your appeal.

The most important message we can convey to you is that you should take advantage of what has been bargained for you as your right. You have a right to request an audit and you have a right to appeal the results of that audit.

If you don’t bother to invoke either of these rights, you will never have the opportunity to investigate the possibilities. The negotiating team urges anyone and everyone, if necessary, to request the audit and/or appeal.

Your negotiating team consists of Sherri Martz (retired former YSU-APAS President) Jean Engle, George Heller, Sally Kenney, Sharon Mika, and Jody Patrick.

“If you feel that additional duties and responsibilities have been assigned to you that require increased knowledge, skills or abilities and/or increased levels of responsibilities, you should request that your position be audited ...”

First APAS Arbitration Hearing Held

An arbitration hearing was held on January 28, 2005 for one of our APAS members. This is an unprecedented event, as APAS has never had one of our members terminated without just cause.

A decision will not occur for a few months.

YSU— APAS Building Representatives

The following is a list of all building representatives, who also serve as your grievance officers. When you wish to file a grievance, your representative should be your first contact.

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| Jones Hall Moser Hall Phelps Building Williamson Hall | Frank Akpadok Campus Phone 1406 |
| Cafaro House Maag Library McDonough Museum Stambaugh Stadium Wick House | Amy Cossentino Campus Phone 4741 |
| Alumni House Beeghly College of Education Kilcawley Center Sweeney Welcome Center | Karen Henning Campus Phone 3602 |
| Bliss Hall Meshel Hall Tod Hall Ward Beecher | Ray Hoff Campus Phone (330) 559-7666 |
| Cushwa Hall DeBartolo Hall Metro College at Southwoods Salata Complex | Jody Patrick— <i>Chief Grievance Officer</i> Campus Phone 3324 |
| If you are a <i>part-time</i> APAS member | April Tarantine—Campus Phone 3363 |

Reminder about University Emergency Closings

There has been some confusion regarding the emergency closings. Please refer to Article 7.16 below taken from the APAS contract which states the following:

In the event the University cancels classes and employees are required to work, a bargaining unit member who is unable to report to work may utilize paid Emergency Leave. Use of such leave is limited to one (1) day per contract year.

Members are entitled to use this, if they find it necessary to do so.

APAS ON THE WEB

Reminder to Members

Important information for APAS members is located on the APAS website. Some of the information on the website includes a listing of representatives and grievance officers, general meeting minutes, information about NEA & OEA, the current APAS collective bargaining agreement, the constitution and salary structure.

To visit the website go to <http://ysuapas.tripod.com/>

Many thanks to Bob Tupaj and Kathy Leeper for the updated design of the website! It looks great!



Visit APAS on the Web at
[Http://ysuapas.tripod.com](http://ysuapas.tripod.com)

IMPORTANT 2004

TAX INFORMATION

If you itemize on your federal tax return, you should be aware that the amount of your Association membership dues spent on lobbying is not deductible.

Amount Not Deductible in
2004

Full-time Dues \$20.82
Half-time Dues \$12.07
Quarter-time dues \$7.65

General Meeting

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March 16, 2005

11:00—1:00

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Agenda:

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Review of Contract

Highlights for New Members