USF Board of Trustees  
September 6, 2007

Issue:  USF – GAU Agreement on CBA Re-opener Articles


Background Information:

The University and the Graduate Assistants’ Union (GAU) have come to agreement on three articles of the CBA that were re-opened and bargained for the 2007-08 academic year.

Article 3:  Employee Performance Evaluation replaced a job performance evaluation with a comprehensive annual performance appraisal that will include evaluation of employee progress towards degree.

Article 12.2:  proposes that USF and GAU set up a committee to evaluate the feasibility of a payroll deduction on any remaining balances of fees after student’s waiver has been applied.  This will reduce financial burdens on GA’s at beginning of semester.

Article 23 Stipends

Article 23.1A increases masters’ level stipends from a minimum of $7,800 to $8,100 for .50 FTE appointment.

Article 23.1B increases doctoral level stipends from a minimum of $8,580 to $9,580 for .50 FTE appointment.

Article 23.2 increases the university’s contribution to the health insurance premium from $600 to $940 a year.

Significant Policy Issues for Board to Consider

The agreements in Article 23.1 and 23.2 have budgetary implications

BOT Workgroup Approval:  Finance & Audit, 08/02/07
Supporting documentation:  Proposed Articles 3, 12.2 and 23
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Article 3
Employment Performance Evaluation
USF proposal 06/29/07

3.1 Policy. The job performance of A comprehensive annual performance appraisal for each employee, whose term of appointment is one (1) semester or longer, shall be evaluated in writing once during each such appointment. The university-wide comprehensive annual performance appraisal format will be used for all appraisals. The employment evaluation shall include evaluation of assigned duties and such other responsibilities as are appropriate to the assignment. Additional consideration will be given to the satisfactory progress towards completion of the degree program according to university policy. Personnel decisions shall take such employment evaluations into account, provided that personnel decisions need not be based solely on written employment performance evaluations. The Graduate Program Director will certify completion of the annual performance appraisal for each employee to the Graduate School.

3.2 Procedures. The employment evaluation comprehensive annual performance appraisal shall be discussed with the employee, at which time any deficiencies shall be specifically noted and suggestions for their improvement made. A reasonable schedule shall be given to accomplish the necessary improvements. Such evaluation shall be placed in the employee’s evaluation file. The employment evaluation comprehensive annual performance appraisal shall be signed by the person who performed the evaluation and shall be shown to the employee, who shall be given the opportunity to sign it. A copy of the employment evaluation comprehensive annual performance appraisal shall be given to the employee. The employee may attach a concise comment to the comprehensive annual performance appraisal form. Written student comments or evaluations need not be signed to be used for evaluation purposes. If the performance evaluation is not completed in accordance with 3.1, the employee’s performance shall be deemed satisfactory for the covered period.

3.3 No change.
3.4 Criteria. The performance evaluation comprehensive annual performance appraisal shall be based upon assigned duties, and shall consider the nature of the assignment, in terms where applicable, of:

A. no change
B. no change
C. no change
D. The employee must show progress toward degree completion in a timely fashion to assure successful completion of the degree within the timelines established by university policy.
Article 12.2
UFF-GAU Proposal
6/29/07

The University and the GAU shall appoint and meet no later than October 1, 2007, a committee comprised of three members from each side to evaluate the feasibility of payroll deductions on any remaining balances of fees after a student’s waiver has been applied. Preliminary report shall be made no later than December 1, 2007.
Article 23
Stipends
USF Proposal 06/29/07

23.1 Minimum Stipend. The minimum stipend shall increase as follows:

A. For students at the masters' level, each nine-month employee (19.5 pay periods) on a .50 FTE appointment shall be guaranteed a minimum stipend of $7,800.00. **$8,100.00.** Appointments greater or less than .50 FTE shall be paid at a stipend rate representing a proportion of this minimum as determined by the fractional FTE appointment and the budgeted weeks of activity.

B. For students at the doctoral level, each nine-month employee (19.5 pay periods) on a .50 FTE appointment shall be guaranteed a minimum of $8,580.00. **$9,580.00.** Appointments greater or less than .50 FTE but no less than .25 FTE shall be paid at a stipend rate representing a proportion of this minimum as determined by the fractional FTE appointment and the budgeted weeks of activity.

23.2 Employer's Contribution to Health Insurance.

A. The University will pay up to $600/year **$940/year** of the health insurance premium for individual coverage of those employees on a .50 FTE appointment who elect coverage under the USF Student Health Insurance Plan. The employer contribution will be paid directly to the insurer. The employee is responsible for payment of the remainder of the insurance premium for coverage selected by the employee. The University will pay the individual premium on the policy provided by the USF Student Health Insurance Committee for graduate employees appointed at .5 FTE or greater. Graduate employees who are eligible for this benefit include all those specified by Article 1.1. The employer contribution will be paid directly to the insurer such that the employee will not be held responsible for paying any part of the individual insurance premium. Article 23.2 is subject to the grievance procedure, but only to the extent of the entitlement to the subsidy.

B. Payment of the employer contribution will be discontinued under the following circumstances:
   1. cessation of the appointment; or
   2. reduction of the appointment to less than .50 FTE; or
   3. completion of the hours specified for completion of the degree
requirements of the program in which the employee is enrolled; or

4. **failure of the employee to pay the employee portion of the insurance premium when due.**

23.3 Effective Dates. The minimum stipend shall be increased as provided in Article 23.1 effective August 13, 2007 **August 7, 2007**. The employer’s contribution to health insurance as provided in Article 23.2A shall commence effective August 13, 2007 **August 7, 2007. be paid in accordance with the established schedule set forth in the Student Health Insurance guidelines for each semester.**

23.4 Departmental Discretion to Provide Stipend Increases. Nothing contained herein shall prevent departments from paying stipends higher than the minimum specified above or from providing stipend increases during the term of this collective bargaining agreement.

23.5 Initial Payment. Employees who have turned in paperwork in a timely manner shall receive their first paycheck not later than four (4) weeks after the first day of the term of their contract. In the case of administrative error by the University and the employee is not paid on time, the University shall make a reasonable effort to provide the paycheck to the employee within one (1) week of notification of the error.