

Agreement




The Union of Rutgers Administrators –American Federation of Teachers (Local 1766) and Rutgers University have agreed to the following when the University decides to convert a position from 12 months to 10 months and from 10 months to 12 months:

1. A work unit may solicit volunteers from its employees for conversion from a 12 month position to a 10 month position.
2. An employee whose appointment is converted from a 12 month basis to a 10 month basis, or from a 10 month basis to a 12 month basis, will be given at least forty-five (45) calendar days notice before such conversion takes place. The salary of such an affected employee will be pro-rated to reflect this change. The URA-AFT shall be informed of all notices of conversions.
3. Where one or more employee(s) in the same title performing the same functional tasks in the same work unit are selected to have their position converted from a 12 month position to a 10 month position, the conversion shall be implemented in reverse order of seniority provided the senior employee has the requisite qualifications and abilities to perform the work available.
4. A work unit shall cease to employ Type 4 temporary employees in the work unit before converting a 12 month position to a 10 month position where Type 4 temporary employees perform the same functional tasks as bargaining unit employees within the work unit, provided the bargaining unit employees have the requisite qualifications and abilities to perform the work available. This provision does not apply to Type 4 temporary employees who have been appointed to replace bargaining unit employees who are on a leave of absence.
5. A work unit which converts an employee's position from 12 months to 10 months is precluded during July and August from hiring the affected employee to a Type 4 position performing the same duties the affected employee performs in his/her 10 month position.
6. A work unit which converts an employee's position from 12 months to 10 months is precluded during July and August from transferring the affected employee's duties to a type 4 employee; except in cases where there is no other staff members in the unit with the specialized skill set required to complete necessary departmental

projects/programs. In such cases, a type 4 temporary employee will not be appointed on a full time basis to perform such work.

7. If the position within the same title within the same work unit which had been converted from a 12 month position to a 10 month position is restored, the employee who previously held the position shall be offered the restored position.
8. When a position has been converted from a 12 month position to a 10 month position, the supervisor will meet with the affected employee and set forth the job expectations for the converted position, consistent with the 10 month work year. If the duties of the affected employee are transferred to another collective negotiations unit type 1 employee who is in the work unit, the supervisor will meet with that employee to discuss potential revisions, if any, to his or her job expectations consistent with the existing job description.
9. When a position is converted from a 12 month position to a 10 month position, the supervisor will provide the affected employee with a copy of this agreement and the attached description of the impact of the conversion on the affected employee's benefits.
10. Notwithstanding the provisions of Article 42 – Ten Month and Part-Time Employees of the Agreement between Rutgers and the URA-AFT (Local 1766) which define a 10 month appointment as a "standard academic year" appointment, for the purposes of this Agreement, a 10 month appointment constitutes the period September 1 to June 30 as set forth and accepted by the State of New Jersey as a ten month appointment. Should the State of New Jersey change its definition of a 10 month appointment, notice will be provided to the URA-AFT of such a change.

For: RUTGERS, The State University of
New Jersey

	<u>5-4-09</u>
Harry M. Agnostak	Date
	<u>5/4/09</u>
Jeff Maschi	Date
	<u>5/4/09</u>
Laura Larkowski	Date

For: URA-AFT

	<u>5/4/09</u>
Lucye Millerand	Date
	<u>5/4/09</u>
Mary Ann Puccio	Date
	<u>5/4/09</u>
Helen F. Pirrello	Date
	<u>5/4/09</u>
Kathryn Neal	Date