

UNIVERSITY OF ILLINOIS
AT URBANA - CHAMPAIGN

Staff Human Resources

52 East Gregory Drive
Champaign, IL 61820



November 15, 2011

Mr. Frank Hoskins
Business Representative
International Union of Operating Engineers, Local 399
1717 Philo Road, Suite 12A
Urbana, IL 61802

RE: Side Letter – Assignment of Overtime to Probationary Housing Maintenance Inspectors.

Dear Mr. Hoskins:

On October 13, 2011, a Labor-Management meeting was held pursuant to the terms of the collective bargaining agreement between the University of Illinois and the IUOE Local 399 – Housing Maintenance Inspectors. This meeting was called to discuss the method by which a Probationary Employee in the role of a Housing Maintenance Inspector (HMI) would be added to the Overtime List. Specifically, when a probationary HMI is deemed “capable and ready” by his/her Supervisor to perform work independently, that HMI is added to the Overtime List at zero (0) hours. This creates an inequity, as the department is required by the collective bargaining agreement to distribute overtime opportunities “...as equally as practicable among the personnel...” (see Article IV, Section 5).

As a result of the discussion at the Labor-Management meeting, the parties agreed to the following procedure:

The Probationary Employee, when deemed capable and ready (after orientation and on-the-job training) by his/her supervisor, will be entered into the Overtime List at an “averaged hours to date” point. This “averaged hours to date” point will be the combined total of all overtime hours worked to date divided by the number of HMIs available to work those hours. The parties also agree that either party can request a meeting to discuss potential amendments to or dissolution of this side letter.

I am enclosing two copies of this letter, which I have signed. Please sign both copies, and return one copy to me.

Thank you for your cooperation and assistance in this matter.

Sincerely,



Leslie Arvan
Associate Director

For the Union:

Frank Hoskins

Frank Hoskins, Business Representative
IUOE Local 399

22 Nov 2011

Date

For the University:

Leslie Arvan

Leslie Arvan, Associate Director
Staff Human Resources

11/15/11

Date