

Agreement

by and

between

THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF ILLINOIS

and

GRADUATE EMPLOYEES' ORGANIZATION

IFT/AFT 6300

Effective August 16, 2006 through August 15, 2009

Table of Contents

		<u>Page</u>
ARTICLE I	Purpose	1
ARTICLE II	Recognition	1
ARTICLE III	Nondiscrimination Statement	2
ARTICLE IV	Appointment Terms	2
ARTICLE V	Orientation and Training	6
ARTICLE VI	Evaluations	7
ARTICLE VII	Hours of Work	8
ARTICLE VIII	Use of University Resources	9
ARTICLE IX	Management Rights	9
ARTICLE X	Employee Rights	11
ARTICLE XI	Expenses	11
ARTICLE XII	Distribution of Information	12
ARTICLE XIII	Personnel Files	12
ARTICLE XIV	Stipends	13
ARTICLE XV	Health Care	14
ARTICLE XVI	Dues Deduction and Fair Share	15
ARTICLE XVII	Leaves and Holidays	16
ARTICLE XVIII	Grievance Procedure	18
ARTICLE XIX	Health and Safety	21
ARTICLE XX	Labor Management Meetings and Consultation	21
ARTICLE XXI	Scope of the Agreement	22
ARTICLE XXII	Savings Clause	22
ARTICLE XXIII	No Strike	22
ARTICLE XXIV	Duration	23
APPENDIX A		A-1

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Effective August 16, 2006 through August 15, 2009

I. Purpose

It is the intent and purpose of this Agreement to promote sound and mutually beneficial relationships between the University and the Union.

II. Recognition

Section 2.1. The University hereby recognizes the Graduate Employees' Organization, IFT/AFT, AFL-CIO ("Union") as the exclusive representative for wages, hours, terms and conditions of employment for all employees within the bargaining unit as certified by the IELRB in Case No. 96-RC-0013-S (See Appendix A - "Stipulations" dated April 29, 2002), as follows:

Included: assistants who are graduate students in good standing at the University's Urbana-Champaign campus and who have appointments as either Teaching Assistants (except for the initial semester when teaching is required by the departments listed below) or Graduate Assistants; and either hold a total appointment between .25 FTE and .67 FTE, or who receive a tuition and fee waiver from an assistantship appointment. Only those hours/duties spent by a graduate employee in the satisfaction of his/her included (TA or GA) appointment will be included in the bargaining unit;

Excluded: Research Assistants (RA) and Pre-professional Graduate Assistants (PGA) as defined in the attached stipulations referenced above. Teaching Assistants in the following departments will be excluded from the bargaining unit only for the first semester that they teach: Animal Biology; Biochemistry; Cell and Structural Biology; Chemistry; Germanic Languages & Literature; Microbiology; Plant Biology; and Psychology. Teaching Assistants or Graduate Assistants who are supervisors, managerial employees, confidential employees, or short-term employees as defined by the IELRA are excluded from the bargaining unit; and all other employees.

Section 2.2. The Employer agrees not to negotiate with any other labor organization, its agent, or any employee organization, or campus organization over wages, hours, terms and conditions of employment, for all employees within the bargaining unit (Appendix A), unless specified otherwise elsewhere in this document. This Agreement shall not be construed to prevent the University or any administrator or faculty member from meeting with any University organization or group, including student organizations, to hear their views on any matter. No changes in any terms or conditions of employment that fall within the mandatory scope of bargaining will be made as a result of any such meetings except by mutual agreement of the University and GEO.

III. Nondiscrimination Statement

There will be no discrimination by either the Union or the University with respect to any assistant covered by this Agreement because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, including gender identity, unfavorable discharge from the military, or status as a protected veteran or a veteran of the Vietnam Area.

Each assistant may make his/her own personal decision with respect to the Union or other employee organization membership, without intimidation or coercion. There will be no discrimination against any assistant because of Union membership or because the assistant is acting as a representative of the Union or its members pursuant to the provisions of this Agreement.

Assistants are encouraged to resolve complaints of discrimination under this Agreement under Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign. Assistants retain the right to resolve complaints of discrimination under the Grievance Procedure. An assistant must choose whether a particular complaint will be resolved using the University process or the Grievance Procedure within thirty (30) calendar days following an occurrence on which the complaint is based.

IV. Appointment Terms

A. Eligibility for Assistantship Appointments

A TA or GA must be enrolled as a student and in good academic standing in a graduate program at UIUC and meet other applicable requirements. Campus policy does not require students who hold summer assistantships to be registered during the summer if they were registered for the immediately preceding spring semester or are registered for the immediately following fall semester. However, campus policy permits individual departments to require their students who hold summer assistantships to register for a specified minimum number of units during the summer as part of the students' academic programs. If an individual, who has accepted a TA or GA appointment, fails to enroll, withdraws or otherwise fails to maintain academic eligibility in a graduate program, the University may, in its

sole discretion, cancel the assistantship appointment. Cancellation under this section shall not be subject to appeal under the Grievance Procedure.

B. Information about Assistantships

1. In order to make information available to graduate students about assistantship opportunities, the Graduate College maintains an Assistantship Clearing house website: <http://www.grad.uiuc.edu/clearinghouse/> This website may include (or provide a link to) the information stipulated in B.2.

2. Units employing or anticipating the employment of TAs or GAs are encouraged to maintain posted information about openings, such as information about the:

- a. Name or location of an office where inquiries or applications may be made.
- b. Types of TA or GA positions that typically are available.
- c. Procedure(s) to apply for TA and GA positions, including (if applicable) deadlines for submission of application.

3. Units will allow applicants to submit, in writing, course placement preferences.

C. Required Documentation

All appointments are contingent upon the student's compliance with documentation requirements for employment. Currently these requirements include (for students who have never held an assistantship or other appointment at the University, or have not held an appointment in the last 90 days) completion of the I-9 and employee information forms as soon as possible after the offer of appointment is made and, in every case, before the assistant performs any services associated with the appointment.

D. Notice of Appointment

All newly appointed and re-appointed TAs and GAs shall be notified of their appointment title, the major components of their assignments, stipend amount, dates (duration) of service (including any mandatory or optional orientation sessions), the supervising official in the department, and the full time equivalency (FTE) of the appointment as soon as practicable, preferably at least sixty (60) days before the start of the appointment or one month before the end of the previous appointment. Such notification shall include a statement that the position is subject to a collective bargaining agreement between the Board of Trustees of the University of Illinois and the Graduate Employees Organization covering wages, hours, terms and conditions of employment which may be found at the following web address: <http://www.ahr.uiuc.edu/> or <http://www.uigeo.org/>.

Additional information about tuition and fees applicable to all graduate students may be obtained from the following websites.

Office of Admissions and Records:

http://www.oar.uiuc.edu/current/financial/grad_fees.html

Graduate College: <http://www.grad.uiuc.edu/gradhandbook/index.asp>

Tuition and fees waivers may vary between units and programs. Employing units are encouraged to explain their tuition and fee waiver policies as part of their websites and make information available to incoming students.

E. Acceptance

A student who has been offered a TA or GA appointment is required to confirm acceptance to the department in writing (including electronic mail), within the time period specified by the department. If an offer has been made to an assistant for one or more specific periods in an academic year and the assistant has accepted the offer and met the conditions of the offer and the position is later unavailable, the University will notify the assistant of the reasons for the appointment being unavailable and the assistant will be placed in an appointment with equivalent compensation as the position originally offered and accepted. Once accepted, terms of the appointment (e.g., stipend, percent-time, dates of appointment) may not be changed except by mutual agreement between the department and assistant or as otherwise provided for in this Agreement. Assignments and duties may be changed at the discretion of the department, with notice to the assistant.

Acceptance of an appointment requires the assistant to be present and available to perform assigned duties during those dates. Failure to be present to perform assigned duties may result in dismissal.

F. Duration of Appointments

An assistant shall be appointed for a specific period of not less than one semester or for a special limited purpose. A "special limited purpose" appointment is employment that covers unforeseen needs that arise during a semester that may be for less than one semester. In all cases, employment ends at the expiration of the specific period as specified in the appointment letter or when the special limited purpose is completed.

G. Resignation/Release

Assistants must provide a minimum of fourteen (14) calendar days notice prior to the effective date of resignation. A written release from the appointing unit is required if an assistant wishes to resign after acceptance of an appointment in order to accept another assistantship appointment.

H. Renewal of Appointments

TAs and GAs whose academic progress and service record have been determined to be satisfactory are eligible for reappointment at the sole discretion of the department, based on the past performance of the assistant, availability of funds and the University's determination of the need for services. Departments are encouraged to communicate with assistants concerning plans or prospects for new assistantship appointments after the term of their current appointments end. However, a new appointment is not guaranteed unless and until the department issues to the student the notice of appointment described in Section IV D above. Departments have differing policies on the length of time students may hold assistantships and sometimes limit the total number of semesters that an assistant may serve. In accord with the University's standard of excellence, TAs and GAs must maintain a high standard of performance in their duties, as solely determined by the appointing unit, in order for their assistantships to be renewed.

I. Procedure for Unsatisfactory Performance

When assistantship performance is unsatisfactory, the assistantship duties may be reduced and appointment fraction and pay may be reduced correspondingly, or the assistant may be dismissed. In cases where assistantship performance is unsatisfactory, the matter will first be discussed with the assistant prior to any action being taken. An assistant shall be given two (2) business days advance notice of such a discussion. An assistant shall be entitled to the presence of a Union Representative at such a discussion if he/she has reasonable grounds to believe that the results of the discussion may be used to support disciplinary action against him/her and requests the Union representation.

If the University determines that the existing situation can be corrected by the assistant and is of such a nature that correction is appropriate, the assistant will be given not less than seven (7) calendar days from date of discussion to make the correction. A written summary of such a discussion will be available at the written request of the assistant provided the request is received within two (2) business days of the discussion. The summary shall be provided within two (2) business days of the request.

J. Dismissal

Dismissal is termination of an assistantship during a semester or other period of appointment. The parties recognize the authority of the University to dismiss or take other appropriate disciplinary action against an assistant for just cause, which shall include but not be limited to the following reasons: failing to attend mandatory orientation or other sessions; engaging in misconduct in the performance of University duties or academic activities; neglecting or refusing to perform assigned duties; demonstrating unsatisfactory performance; violating University regulations or policies; violating University regulations or policies related to discrimination and harassment; acting outside the appropriate exercise of University responsibilities so as willfully to physically harm, threaten physical harm to, harass or intimidate a visitor or a member of the University community with the effect of interfering with that person's performance of

University duties or academic activities; or damaging, destroying or misappropriating property owned by the University or any property used in connection with a University function or approved activity. Dismissal may result from an accumulation of minor infractions as well as for a single serious infraction. The assistant will be provided with written notice and an opportunity to respond to the Unit Executive Officer prior to dismissal.

A supervisor alerted to the possibility of misconduct by an assistant shall attempt to resolve the issue and clarify the facts directly with the assistant. Discipline shall be issued in a private manner so as not to cause embarrassment to the assistant. Discipline short of dismissal may be taken which may include a Written Reprimand. A Written Reprimand shall state the facts supporting the discipline and be in the form of an official, signed letter. The assistant will be provided with an opportunity to respond to the supervisor and, if desired, to the Unit Executive Officer. Discipline in the form of a Written Reprimand is not required prior to seeking to dismiss an assistant.

If any discipline is taken against an assistant, the assistant will receive a copy of the disciplinary action.

When an investigatory interview is appropriate, the University shall give the assistant two (2) business days advance notice of its intent to hold an investigatory interview. An assistant shall be entitled to the presence of a Union Representative during any investigatory interview if he/she has reasonable grounds to believe that the results of the interview may be used to support disciplinary action against him/her and requests the Union representation.

K. Appeals

If a determination results in a dismissal or a reduction in fraction of employment and pay during the term of appointment, a grievance may be submitted beginning at Level 2 of the Grievance Procedure, provided the grievance is submitted in writing within the fifteen (15) calendar days following notice of the dismissal or reduction. In the event of arbitration, if the arbitrator does not find for the University, the arbitrator may only make a finding of fact and award pay but not reinstatement. Such pay shall not exceed an amount that the assistant would have earned from the date of dismissal to the end of the term of appointment.

V. Orientation and Training

A. Campus and departmental responsibility

The campus and the units that appoint teaching and graduate assistants are jointly responsible for providing appropriate orientation and continuing training programs for the assistants they appoint. Appointing units are responsible for defining the requirements and duties of TAs specific to their disciplines and job duties for GAs. TA duties vary widely across campus and within departments, ranging from classroom teaching and lab instruction to individual instruction and grading. GA duties primarily support administrative functions and range from clerical and technical duties to advising and outreach.

B. TA orientation or pre-service training

Mandatory orientation or pre-service training is provided to teaching assistants prior to their first term of service as a TA. The campus-wide TA orientation program covers topics such as the role of the teaching assistant, pedagogical theory and practice, and diversity in the classroom. Departmental orientation programs focus on discipline-specific content and teaching practices. Course-specific information is provided by the instructors or directors of courses to which TAs are assigned. New international TAs must also attend the International TA Orientation offered by the Office of Instructional Resources.

C. TA continuing or in-service training

Appointing departments or course supervisors are required to explain to their TAs the nature of the in-service training program in which they are required to participate. Throughout their service as teaching assistants, TAs participate in staff meetings with their faculty supervisors and other TAs assigned to the same course. These meetings provide formal and informal opportunities to address with peers and supervisors any problems and concerns, to clarify the department's and supervisor's expectations for TAs, and to develop the TAs' skills as teachers. Through these meetings TAs may request more information or individual attention to address subjects and skills where they feel the need for improvement, and supervisors may identify areas that need improvement and devise means of addressing these areas (e.g., additional discussions of pedagogical strategies and techniques, micro-teaching, class visitation to provide feedback about progress, visiting classes taught by other TAs to observe their teaching).

For a classroom TA, an important component of training and development is direct observation of the TA's teaching by a faculty supervisor or other staff member, often a more experienced TA. Such a class visitation is followed by a meeting between the TA and the observer to discuss observations and suggest improvements. The first visit to a TA's class shall be scheduled at least 24 hours in advance. Subsequent visits may be scheduled or unscheduled.

D. GA training

The units that appoint graduate assistants are responsible for providing appropriate training related to their assistantship duties.

E. Attendance

Attendance at mandatory orientation or training activities is required for continuation of a teaching or graduate assistantship. In the event that mandatory training begins before an assistant's appointment term, the assistant will be compensated at a rate proportional to the assistant's stipend for time spent in training only.

F. Oral English proficiency of international students

In order to qualify for appointment as a teaching assistant, all non-native English speaking graduate students must first satisfy the English proficiency admission requirements of the Graduate College and the appointing academic unit. These requirements may be satisfied by earning a minimum required score on the TSE test or on-campus by earning a minimum required score on the SPEAK test. Final screening for oral English proficiency takes place during the all-campus orientation for new international students. [Campus Administrative Manual, section IX-C-8].

If a unit makes a written offer which is conditioned on the student satisfying the oral English proficiency requirements for teaching established by the campus and the appointing academic unit, then the offer must state that condition as part of the terms of the appointment. If a unit makes a written offer of a teaching assistantship to an assistant and does not state the condition of satisfying the oral English proficiency requirements for teaching, and the assistant accepts the offer in writing, but the assistant subsequently fails to satisfy oral English requirements, then so long as the assistant has met the other conditions of the offer, the unit must appoint the assistant to a non-teaching position with equivalent compensation and duration as the position originally offered and accepted. Such assistant will not be allowed to provide instruction until a passing score on the SPEAK test has been achieved. All such assistants who have not passed the SPEAK test will be required to participate in an approved proficiency training program prior to retaking the SPEAK test. Units may require such assistants to repeat the proficiency training program and re-take the SPEAK test until a passing score is attained. The University shall make approved, on-campus English language proficiency training programs available at no cost to the assistant.

VI. Evaluations

A. Performance of TAs and GAs will normally be reviewed at least once during the academic year or term of the appointment, whichever is greater.

B. Appointing units shall inform new TAs and GAs of their evaluation procedures during orientation or at the beginning of the appointment and inform re-appointed TAs and GAs of the evaluation procedures upon beginning new assignments or when

evaluation procedures are changed. Evaluations shall be based on the assistants' performance of assistantship duties.

C. Evaluations of teaching may include input from sources such as: (1) student evaluations of the teaching performance of a teaching assistant; (2) faculty and staff review of the assistant's performance; (3) scheduled and unscheduled classroom observations; and, (4) self-review.

D. Supervising faculty are encouraged to informally discuss a TA's performance with the TA on an ongoing basis throughout the appointment period. The faculty supervisor may provide a formal evaluation for the TA's personnel file in the department, in which case a copy must be provided to the assistant and so noted on the evaluation.

E. Supervisors of a GA are also encouraged to informally discuss a GA's performance or the appointment period directly with the GA. The supervisor may provide a formal evaluation for the GA's personnel file in the department, in which case a copy must be provided to the assistant and so noted on the evaluation.

F. An assistant may request that his/her supervisor observe the assistant's work performance and/or provide a written evaluation. The supervisor will use his/her best efforts to conduct such observation and/or provide a written evaluation to the assistant (once per semester) within a reasonable period of time, normally thirty (30) days.

G. Assistants shall have the opportunity to comment in writing upon any written evaluations provided by faculty and staff, including their department supervisors. Such comments shall be placed in the assistant's personnel record maintained by the appointing unit. The evaluation material in the personnel record shall be signed and dated by the author(s) and may be signed and dated by the assistant indicating the assistant has received a copy of the evaluation. If an assistant signs his or her evaluation, the assistant shall have the option to request the following disclaimer: "Assistant's signature confirms only that the supervisor has discussed and given a copy to the Assistant and does not indicate agreement or disagreement."

VII. Hours of Work

A. Assistants' hours of work are reflected in their percentage of appointment. Such hours of work are separate and distinct from the time required for an assistant's own academic coursework.

B. It is understood that assistants in this bargaining unit are engaged in professional activities of such a nature that the output produced, or the result accomplished, cannot be precisely standardized or measured in relation to a given period of time and that the time necessary to accomplish an assignment may vary.

C. The appointment level (full time equivalency or FTE) shall be based on the appointing department's determination of the amount of time it should normally take to

perform the assigned duties including orientation and training. It is expected that a .5 FTE assistant will devote an average of 20 hours per week over the course of a full appointment period. Assistants appointed for other FTE levels would be expected to perform work for a proportionately greater or lesser average number of hours per week.

D. If an assistant reasonably believes that his/her duties routinely require hours which will cumulatively exceed the hours of effort required by the appointment percentage over the full term, he/she must raise the matter within 5 calendar days from the point the assistant deems the cumulative workload to be excessive with his/her department supervisor. Upon meeting with the assistant, if the department supervisor concludes that the assistant is working excessive hours based on his/her assigned FTE, the supervisor may suggest with the assistant's cooperation, that the assistant meet with and be mentored by more experienced assistants or other academic staff members in order to develop strategies for completing the assigned duties at a high level of quality in time contemplated by the assistant's FTE appointment. Further, the supervisor may determine: (1) that certain duties be reduced and/or reassigned to others; (2) the assistant's FTE be increased; or (3) the assistant's FTE be reduced with the consent of the assistant; and/or (4) that the assistant be reassigned to a different position.

An assistant may appeal the department supervisor's final determination in writing to the Unit Executive Officer (UEO) within five (5) calendar days of the determination. The UEO will review the department supervisor's determination and issue a letter to the assistant either agreeing with, modifying or reversing the determination within five (5) calendar days of the appeal.

VIII. Use of University Resources

An assistant may not utilize University of Illinois' course materials, curricula, facilities, resources, or other materials in non-University activities.

IX. Management Rights

A. Except as specifically abridged by this Agreement, all powers, rights, and authority of the University are reserved by the University, and the University retains sole and exclusive control over any and all matters in the operation, management and administration of the University, the control of its properties and the maintenance of order and efficiency of the workforce, and complete authority to exercise those rights and powers by making and implementing decisions with respect to those rights and powers. Such rights and powers include, but are not limited to, the exclusive right and power

(1) to determine the mission of the University, the organizational structure, and the methods and means necessary to fulfill that mission, including the transfer, alteration, curtailment or discontinuance of any services;

(2) to adopt and amend budgets and make budgetary allocations or reallocations affecting the University as a whole or any of its departments or units;

(3) to establish qualifications, appoint, and determine the appointment fraction and duration of employment upon appointment for all assistants, including whether assistants will be re-appointed and, if so, the terms and conditions governing such reappointment;

(4) to determine the number of assistants to be appointed or reappointed;

(5) to determine, assign, and schedule the type and kind of services and the work to be performed by assistants or by others, including the job content and the location of such services or work;

(6) to establish, modify, combine or eliminate job classifications within the bargaining unit;

(7) to determine the number, location, or relocation of facilities, buildings and rooms, and ancillary facilities such as parking lots, including the policies governing the use of such buildings, rooms or facilities;

(8) to discipline, suspend, or discharge assistants for just cause;

(9) to supervise, train, and evaluate assistants;

(10) to determine materials and equipment to be utilized by assistants and the methods and means by which work shall be performed and services provided;

(11) to establish quality and performance standards rules for assistants;

(12) to adopt and enforce policies, rules and regulations, including rules and regulations governing tuition waivers and the work, training, and conduct of assistants;

(13) to utilize personnel, methods, and means in the most appropriate and efficient manner possible as determined by the University; and

(14) to perform all other functions inherent in the administration, management, and control of the University.

B. It is further agreed, except as abridged by the specific terms of this Agreement, that the University retains sole and exclusive control:

(1) to make all academic judgments concerning: (a) courses, curriculum, and instruction; (b) the content of courses, instructional materials, the nature and form of assignments required including examinations and other work; (c) methods of instruction; (d) class size; and (e) grading policies and practices.

(2) to determine all academic policies, procedures, rules and regulations in regard to assistants' status as students, including, but not limited to, all questions of academic standing, intellectual integrity, and any matter relating to academic progress in a University educational program; and,

(3) to make academic evaluations and determinations of assistants' progress as students, including the fulfillment of degree requirements.

C. Nothing contained in this description of Employer's rights waives the Union's right to collectively bargain mandatory subjects of bargaining not covered by this Agreement.

X. Employee Rights

A. An employee's department or unit shall make arrangements for the employee's access to his/her office, lab, studio or similar work place and to the building containing that work place.

B. Each department or unit shall make available a designated mailbox for employees to receive mail.

C. A department or unit will provide telephone access and suitable workspace, as necessary for the fulfillment of the employee's work obligations.

D. A department or unit will provide access to supplies and equipment as necessary to fulfill the assistant's work obligation without cost to the assistant.

E. The University shall make a good faith effort to make accommodations for international assistants experiencing difficulties acquiring the documentation necessary for employment. This shall include the use of temporary control numbers or other means to process the employment information of international employees, and may include an offer of deferred employment.

XI. Expenses

A. Travel

When assistants are required by their appointing units to travel in relations to their TA or GA duties, the University will reimburse the assistants for such travel. The University's Business and Financial Policies and Procedures provides complete guidelines for these reimbursements. Travel for University-related business should be conducted as economically as possible within the assistant's constraints of time and convenience.

B. Laboratory Equipment

Assistants shall not be expected to pay for laboratory equipment necessary for the fulfillment of work-related duties. Nor shall assistants be expected to pay for laboratory equipment that is broken or damaged in the execution of approved or authorized work-related duties.

C. Immunizations and Certifications

If a department determines that an immunization or certification is required for an assistant to perform the functions of an appointment, the department shall pay for such immunization or certification. Nothing in this section is intended to apply to any immunization or certification required for immigration purposes, as part of the admissions process, or to obtain a professional license.

XII. Distribution of Information

A. The University shall notify all new assistants hired to work in the categories covered by this contract that the Union is the exclusive representative for all employees described in Article II.

B. The University will notify the Union of the name, Net ID, local address and phone number, department of employment, job classification, appointment title, percentage assistantship, stipend, office address and telephone number, and email address in electronic format of all new appointments in the classifications covered by this contract within five (5) working days after the first pay date in each semester. An update in the same format shall be given to the Union on a monthly basis thereafter.

C. The Union shall have the right to utilize campus mail under University policy.

D. The Union shall furnish the University with a full list of elected officers within five working days of the first payroll. An update on any changes shall be given to the University on a semester basis thereafter.

E. The Union shall not redisclose an assistant's personal information obtained from the University to any other party without the prior written consent of the assistant.

XIII. Personnel Files

A. The University's Campus Academic Human Resources Office maintains the official personnel file for covered assistants. The University may maintain other official personnel files.

B. Assistants will be permitted to review their official personnel file(s) pursuant to provisions of the Illinois Employee Access to Records Act (820 ILCS 40/1 et seq.). All files shall be open, accessible, and available for an assistant's review, except for records which are not required to be produced under this Act, within seven (7) days of such request. If authorized by an assistant in writing, the Union may also review the official personnel file(s) pursuant to relevant provisions of this Act. Requests by assistants or their designated representative for copies of personnel files will be honored at a cost not to exceed the actual cost of duplication.

C. Neither the files nor any of their contents shall be copied or otherwise made known to any person outside the University without the assistant's written permission or as otherwise allowed by law. Unless a release of a file is ordered to a party in a legal action or arbitration, disciplinary reports or other records of disciplinary action which are more than four (4) years old shall not be disclosed.

D. Assistants may dispute information in the file(s) and if unable to reach an agreement with the University on correcting or removing that information, may submit a statement to be attached to the disputed material as long as it is part of the file(s).

E. Personnel record information which was not included in the personnel record(s) but should have been as required by Act shall not be used by the University in a grievance or arbitration proceeding. However, personnel record information which, in the opinion of the grievance hearing officer or an arbitrator, was not intentionally excluded from the personnel record(s) may be used by the University in the proceeding if the assistant agrees or has been given a reasonable time to review the information. Material which should have been included in the personnel record(s) shall be used at the request of the assistant.

F. Records relating to the grievance process, such as appeals, responses, and settlement documents, shall be maintained separately from the TA or GA personnel file(s).

XIV. Stipends

Effective August 16, 2006 through August 15, 2007, assistants will be paid no less than the campus minima for assistants (which is \$12,586/year for a 50% appointment on a 9 month service basis). Also, the minimum percent increase for continuing assistants (who held an assistantship appointment during 2005-06) will be 3% (three percent) over their 2005-06 stipend rate (based on a 50% 9 month service basis). Pay shall be awarded retroactively for this academic year.

Effective Year 2 (academic year 2007-2008), assistants will be paid no less than \$13,002 or the campus minima for assistants, whichever is greater. Also, the minimum percent increase for continuing assistants (who held an assistantship appointment during 2006-7) will be 3% (over their 2006-07 stipend rate based on a 50% 9 month service basis), or the campus salary program for non-represented graduate assistants, whichever is greater.

Effective Year 3 (academic year 2008-2009), assistants will be paid no less than \$13,430 or the campus minima for assistants, whichever is greater. Also the minimum percent increase for continuing assistants (who held an assistantship appointment during 2007-08) will be 2.75 % over their 2007-08 stipend rate (based on a 50% 9 month service basis), or the campus salary program for non-represented graduate assistants, whichever is greater.

Appointments of different duration or percentage shall be figured proportionally.

The parties agree that the assistant's appointing unit may pay above the minimum stipend and minimum percent increment for continuing assistant appointments, and that this amount may vary from unit to unit.

XV. Health Care

A. All Assistants covered by this agreement are eligible for health care benefits described below:

(1) Coverage through McKinley Health Center and Counseling Center: Assistants shall have access to the McKinley Health Center and Counseling Center. The University will pay 100% of the student Health Service fee.

Assistants may purchase coverage for spouses and same-sex domestic partners in accordance with the applicable rules and regulations governing such coverage.

(2) Health Insurance: Assistants are eligible for coverage under the University's Graduate Student Health Insurance plan. Assistants must pay their share of the Student Health Insurance Fee or document that they have other health insurance coverage equivalent to the University plan. The University will contribute \$100 per semester (fall, spring, summer) towards the Student Health Insurance fee for any assistant holding an assistantship who chooses to be covered by the University plan, and the assistant will pay the balance of the cost. Assistants may purchase coverage for spouses, same-sex domestic partners, and dependants, in accordance with the applicable rules and regulations governing such coverage. Information about coverage may be obtained from the student insurance office.

Effective August 16, 2007, the University's contribution to the Student Health Insurance fee shall increase to \$130 per semester (fall, spring, summer) or 50% of the Student Health Insurance Fee (whichever is greater) for any assistant holding an assistantship who chooses to be covered by the University plan, and the assistant will pay the balance of the cost.

Effective August 16, 2008, the University's contribution to the Student Health Insurance fee shall increase to \$140 per semester (fall, spring, summer) or 50% of the Student Health Insurance Fee (whichever is greater) for any assistant holding an assistantship who chooses to be covered by the University plan, and the assistant will pay the balance of the cost.

Assistants may purchase coverage for spouses, same-sex domestic partners, and dependents in accordance with the applicable rules and regulations governing such coverage.

(3) Vision Insurance: Costs of the vision program for assistants will be borne by the University and will be paid in accordance with the program's provisions.

Assistants may purchase vision coverage for spouses, same-sex domestic partners, and dependents in accordance with the applicable rules and regulations governing such coverage.

(4) Dental Insurance: Costs of the dental insurance program for assistants will be borne by the University and will be paid in accordance with the program's provisions.

Assistants may purchase dental coverage for spouses, same-sex domestic partners, and dependents in accordance with the applicable rules and regulations governing such coverage.

B. During the term of this agreement, the University has the sole discretion to alter the terms of health coverage including but not limited to coverage, carriers, or other program provisions so long as such alteration does not conflict with a provision of this Agreement. If the cost to an assistant to purchase Student Health Insurance for the assistant increases more than 15% in any given academic year, then either party may request to reopen negotiations on Section A(2) above only.

C. The Union shall designate two (2) assistants to meet with University officials responsible for campus health services at least annually for the purpose of providing input and recommendations to the University with respect to the University's student health insurance program. The Union and the University are committed to working to improve health care benefits available to assistants at the University.

XVI. Dues Deduction and Fair Share

Section 16.1. Upon receipt of a written and signed authorization card the Employer shall deduct the amount of Union dues certified by the Union and/or other authorized deductions set forth in such card and any authorized increase therein, and shall remit to the Union at the address designated by the Union. The Union shall notify the Employer of any increase in dues at least 30 calendar days before the effective date of the increase.

Section 16.2. Fair Share.

Section 16.2 (a). It is recognized that the negotiation and administration of this Agreement results in expenses which are appropriately shared by all employees. To this end, if an employee does not join the Union within thirty (30) days of commencement of his/her duties, or the effective date of this Agreement, whichever is later, and the employee does not execute an authorization for the deduction of Fair Share, the Employer shall deduct the fair share fee in monthly payments as certified by the Union from the regular salary check of the employee. Such fee shall be paid to the Union by the Employer no later than 10 days following deduction, or as soon thereafter as practicable.

Section 16.2 (b). The parties expressly recognize the rights of nonmembers based upon their bona fide religious tenets or teachings of a church or religious body as provided for in Section 11 of the Illinois Education Labor Relations Act.

Section 16.2 (c). In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Union agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Employer notifies the Union promptly, in writing, and permits the Union to intervene as a party if it so desires.
2. The Employer gives full and complete cooperation to the Union and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

Section 16.2 (d). The Union shall indemnify and hold harmless the Employer, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of, action taken by the Employer for the purposes of complying with the above provisions of this Article, or in reliance of any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

Section 16.2 (e). It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of willful misconduct by the Board.

XVII. Leaves and Holidays

A. Paid Leaves

Assistantships typically require services on a 9-month or semester-by-semester basis ("E" service), and some assistants will have separate summer appointments for part or all of the summer. Assistants on a 9-month or semester-by-semester basis do not earn any vacation.

Assistants who are appointed on a 12-month basis ("Y" service) are eligible for vacations of 24 work days each year at the percentage they are appointed, with a maximum accumulation of 48 work days at the percentage of their appointment. Vacation days are earned based on two days of vacation for each month of service to a maximum accumulation of 48 work days. The scheduling of vacation time is determined with the supervisor and may include time taken during semester breaks, at the discretion of the employing department.

B. Sick Leave

Assistants are eligible for 13 noncumulative and noncompensable work days of sick leave at the percentage of their appointment for each appointment year, whether they are appointed on a nine-month or a twelve-month basis. Graduate students appointed to one-semester assistantships earn 6.5 days of sick leave at the percentage of their appointment.

Assistants must promptly notify the department head or supervisor so that arrangements for coverage of duties can be made and the usage recorded. Assistants are subject to

University policies (contained in the Campus Administrative Manual) concerning use of sick leave.

C. Parental Leave

Eligible assistants are entitled to up to two weeks of parental leave without loss of pay immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years of age. Eligible assistants are those who hold an active appointment at the time the parental leave is taken. The requirement that academic staff members must have six months of service to receive this benefit does not apply to graduate employees. Parental leave will be counted as part of the twelve-week entitlement accorded by the Family and Medical Leave Act (FMLA) for FMLA-eligible individuals and may be used in conjunction with other paid or unpaid leaves for which the individual is eligible.

D. Jury Duty

Assistants are eligible for leave of absence without loss of pay for the duration of jury duty or for service as a witness in response to a subpoena which is related to an assistant's past or current duties, on the day or days when the assistants would have otherwise been performing assistant duties. An assistant may also retain funds paid in compensation for jury duty in keeping with University policy.

An assistant summoned as a juror or as a subpoenaed witness related to their past or current University duties shall immediately inform his/her supervisor of the absence. Teaching assistants who are called for jury duty shall discuss with their supervisor whether jury service will conflict with their teaching obligation and if so, whether requesting a deferral from jury duty is appropriate. An assistant who reports for jury duty and is dismissed shall resume his/her normal duties as soon as possible.

E. Military Leave

Military leave shall be in accordance with applicable state and federal law, and University policy.

F. Bereavement Leave

Assistants are eligible to receive up to three days of paid leave to attend the funeral, for travel, and bereavement time upon the death of an assistant's immediate family, same-sex domestic partner or household member, in-laws, grandchildren, and/or grandparents; and one day of paid leave for a relative other than the above, who is not a member of the assistant's household.

G. Coverage Responsibility

If an assistant must be absent from work, it is the assistant's responsibility to follow established departmental policies and procedures. This may include a responsibility to inform the assistant's supervisor in advance of the absence, to explain to the supervisor the reason for the absence, to secure the supervisor's approval of the absence, and to follow the employing unit's policies concerning arranging for substitutes to perform the assistant's duties.

H. Personal Leave of Absence

An assistant may be granted an unpaid leave of absence during the term of his/her appointment, upon request to and at the sole discretion of the Employer and subject to such terms and conditions as the Employer may establish.

I. Holidays

Assistants shall receive holidays off without loss of pay in accordance with the campus holiday schedule, which may be modified from time to time.

J. Family Medical Leave Act of 1993

In compliance with the Family and Medical Leave Act of 1993 ("FMLA") and applicable rules and regulations, the University may adopt policies to implement the FMLA that are in accord with what is legally permissible under the Act and the applicable rules and regulations.

XVIII. Grievance Procedure

A. Grievance Definition and Applicability

A grievance is a complaint filed by an assistant or group of assistants (grievant(s)) alleging a violation by the University pertaining to the grievant of a specific provision or provisions of this Agreement.

Every assistant covered by this agreement shall have the right to present grievances in accordance with these procedures, with or without representation. An officer of the Union may also file a grievance on behalf of the Union pertaining to the rights of the Union as specified in this Agreement.

Any individual assistant or group of assistants may at any time present grievances to the University and have them adjusted without the representation of the Union as long as the adjustment is not inconsistent with the terms of the collective bargaining agreement then in effect and provided that the Union has been given an opportunity to be present at such adjustment.

An assistant who participates in the grievance procedure shall not be subject to discipline or reprisal because of such participation.

Meetings, conferences and hearings under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses to attend and which respects the assistant's coverage responsibility under Article XVII, Section G.

All records of grievances will be kept separate from the official personnel file maintained by the University's campus Academic Human Resources Office.

The time limits specified in this procedure may be extended in any specific instance by mutual agreement in writing. Any step of the grievance procedure may be waived by mutual agreement in writing. A request for an extension of time or waiver of a level within the Grievance Procedure shall be addressed to the Associate Provost and Director of Academic Human Resources for the University or to the Grievance Officer of the Union.

B. Time Limits

Failure to file a grievance within thirty (30) calendar days following an occurrence on which the grievance is based shall constitute a waiver of the grievance. In calculating calendar days under this grievance procedure, designated campus holidays will be excluded. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the right to appeal a grievance. If the University fails to respond to a grievance within the applicable time limit, the grievant may appeal the grievance to the next level. By mutual agreement, the parties may extend in writing any and all time limits.

C. Adjustment of Grievances

An effort shall first be made to adjust an alleged grievance informally between the assistant (and his/her union steward, if so desired) and the immediate supervisor.

(1) Level 1. If the grievance is not resolved through informal discussion, the grievant shall file a written grievance within thirty (30) calendar days following an occurrence on which the grievance is based with the assistant's Unit Executive Officer or designee. The written grievance must contain the following information in order to be considered eligible for processing: a specific description of the dispute, the facts giving rise to the dispute, a listing of the article and section violated, a statement as to how the article and section were violated, the date(s) of the violation, and requested remedy. The Unit Executive Officer (UEO), or designee from within the department, may meet with the grievant (and his/her Union officer or designee, if so desired) and shall give a written decision on the grievance to the grievant within fourteen (14) calendar days after receipt of the written grievance or within fourteen (14) calendar days of the meeting if one is held, whichever is later.

(2) Level 2. In the event the grievance is not resolved in Level 1, the decision rendered may be appealed to the Dean of the College in which the assistant is appointed (or Executive Officer to whom the UEO reports), provided such appeal is made in writing within fourteen (14) calendar days after receipt of the decision in Level 1. If a grievance has been appealed, the Dean or designee may meet to discuss the grievance. Within ten (10) calendar days after receipt of the appeal or within ten (10) calendar days after the

meeting, whichever is later, the Dean or designee shall issue a decision to the Union and the grievant(s).

(3) Level 3. In the event the grievance is not resolved in Level 2, the decision may be appealed to the Associate Provost and Director of Academic Human Resources, or designee, provided such appeal is made in writing within fourteen (14) calendar days after receipt of the decision in Level 2. If a grievance has been appealed to Level 3, as described above, the Associate Provost or designee may meet to hear the grievance. Within ten (10) calendar days after receipt of the appeal or within ten (10) calendar days after the meeting, the Associate Provost or designee shall issue a decision in writing to the parties involved.

D. Arbitration Procedure

(1) Request. The Union may submit a grievance to arbitration provided written notice of intent to arbitrate is delivered to the office of the Associate Provost within twenty-one (21) calendar days following receipt of the decision in Level 3 of the grievance procedure. More than one grievance may be submitted to the same arbitrator if both parties so agree in writing.

(2) Selection of Arbitrator. Upon submission of a request for arbitration, the parties may within ten (10) calendar days after the request to arbitrate, attempt to agree upon an arbitrator. In the event the parties are unable to agree upon the arbitrator within said ten (10) calendar day period, the parties shall jointly request the Federal Mediation and Conciliation Services (FMCS) or American Arbitration Association (AAA) to submit a panel of five (5) arbitrators, all of whom are members of the National Academy of Arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the University and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two names; the other party shall then strike two names. The person remaining shall be the arbitrator. The parties shall promptly notify the arbitrator of his/her selection.

(3) Hearing. The grievance shall be heard by a single arbitrator and both parties may be represented by such persons as they may designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator.

(4) Decision. The arbitrator so selected shall confer with the Employer and Union representatives and hold hearings promptly and shall issue her/his decision not later than thirty (30) calendar days from the date of the close of the hearings or, if written briefs have not been waived, then from the date the final statements and proofs on the issues are submitted to her/him. The arbitrator's decision shall be in writing and shall set forth her/his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator's authority shall be limited to determining whether the University has violated arbitrable provisions of this contract. The arbitrator shall not have jurisdiction or

authority to add to, amend, modify, nullify, or ignore in any way the provisions of this contract nor shall the arbitrator have the authority to review any academic judgment. To the extent that the University's action is based upon academic judgment, the arbitrator shall have no authority or jurisdiction to substitute his/her judgment for that of the University and its agents. The decision of the arbitrator shall be submitted to the parties and, if it is rendered in accordance with the provisions of this section, shall be final and binding on the parties.

(5) Expenses. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses shall be borne equally by the University and the Union. Any other expenses incurred shall be paid by the party incurring the same.

XIX. Health and Safety

The University is committed to the safety and well being of its students, staff and the public it serves. The administration, faculty, and staff have the responsibility to promote health and safety in their environment and operations and shall do so in accordance with any and all applicable federal and state laws. This contract is subject to the University's policies on health and safety enumerated in Section V.(B) Environmental Health and Safety of the Campus Administrative Manual, as they exist on the effective date of this Agreement, or as amended, and are incorporated herein by reference.

Assistants shall report any unhealthy or hazardous work condition. The University shall consult with the appropriate unit of the Division of Environmental Health and Safety to review the situation, determine whether the work environment is hazardous, and if so, attempt to resolve the matter.

Upon written request from the Union, the University shall provide a report of the most recent Division of Environmental Health and Safety inspection for specified University buildings in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

XX. Labor Management Meetings and Consultation

Section 20.1. It is the joint intention of the Union and the Employer to meet on a regular basis to promote a sound and mutually beneficial relationship.

Section 20.1 (a). The University and the Union shall each designate two members to meet.

Section 20.1 (b). There shall be at least one (1) meeting each semester. Additional meetings may be called by mutual agreement. A mutually agreeable place and time will be established.

XXI. Scope of the Agreement

The University and the Union acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the University and Union, for the life of this Agreement, each voluntarily waives the right, and agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

This Agreement represents the entire agreement between the University and the Union. Any agreement(s) which supplement this Agreement shall not be binding or effective for any purpose whatsoever unless reduced to writing and signed by the University and the Union.

No past practice, course of conduct, or understanding prior to the date of ratification which varies, waives, or modifies any of the express terms or conditions contained herein shall be binding upon the parties hereto unless made and executed in writing by the University and the Union.

XXII. Savings Clause

Should any part or provision of this Agreement be rendered or declared illegal or invalid by operation of law or by decision of any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, the remaining part(s) or provision(s) of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request the University and the Union shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

XXIII. No Strike

There shall be no strike during the term of this Agreement. Neither the Union, through its officers or representatives, nor any assistant covered by this Agreement shall authorize, institute, participate in, aid or condone any strike, work stoppage, slowdown, or any other concerted action against or any concerted interference with the operations of the University. Any or all assistants who violate the provisions of this Article may be subject to disciplinary action, including dismissal under Article IV, Section I of this Agreement. Nothing in this paragraph, however, shall be construed to limit participation of individual assistants in an activity that is unrelated to their assistantship duties.

If the Union, through its officials, fully performs its obligations as set forth in this provision, the University agrees that it will not file or initiate any action for damages against the Union or its officials.

XXIV. Duration

A. This Agreement is effective from August 16, 2006 through August 15, 2009.

This Agreement shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least sixty (60) days prior to the Agreement's expiration date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall be undertaken without undue delay, in any event, no later than forty-five (45) days of such written notice.


B. Once the notice called for in Section A above has been given, this Agreement shall remain in full force and effect indefinitely throughout the negotiations until a new Agreement has been entered into or until an impasse has been reached pursuant to procedures of the IELRA.

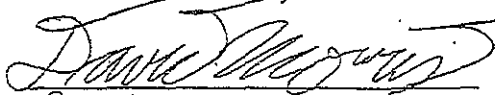
C. The party giving notice of a desire to modify the contract as provided for in Section A above shall commence negotiations by submitting a list of modifications or changes desired. The party receiving said notice may propose additional changes in the contract.

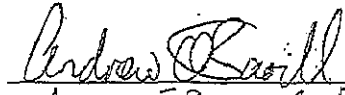
(Signature page immediately following)

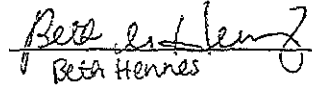
IN WITNESS WHEREOF, the Parties hereto have hereunto affixed their hands on this the 26th day of March, 2007

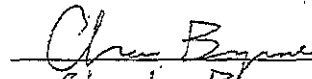
GRADUATE EMPLOYEES' ORGANIZATION

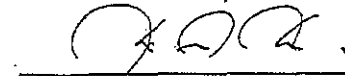

CHRISTOPHER SIMONE, LEAD NEGOTIATOR


David Morris


ANDREW O. BAILL, CO-PRESIDENT

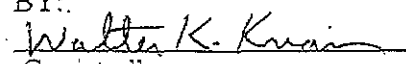

Beta Hennes



Charles Byrne


ALEX JEAN-CHARLES

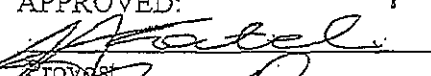

Alexis Alverio

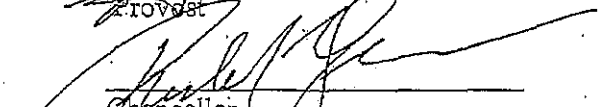
THE BOARD OF TRUSTEES OF UNIVERSITY OF ILLINOIS

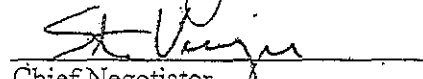
BY: 
Comptroller

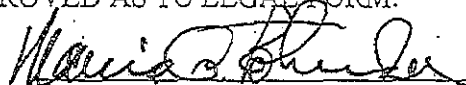
ATTEST: 
Secretary

3/26/07

APPROVED: 
Provost


Chancellor


Chief Negotiator

APPROVED AS TO LEGAL FORM: 
University Counsel

G.E.O. Proposal to the University, 2/02/07:

MOV

~~Strike~~ ~~Added to Article V, section F:~~

SAU

[Handwritten mark]

~~Under the term of the 2006-9~~

Upon ratification by both parties of this agreement, the G.E.O. and the University shall

each select two representatives that will form a committee to monitor test-taking conditions for English language proficiency exams such as the SPEAK. The committee will observe and document test-taking conditions, and work in mutual cooperation to ensure that test-taking conditions allow the assistant to do his or her best work. This committee will meet within two months of ratification of this agreement, and either party may request additional meetings at any time, so long as the requests are not excessive or unreasonable:

The Union agrees to drop its proposals on Article VII: Hours of Work.

Tentative Agreement reached on: 2/02/07

For the Union: *[Signature]*

For the University: *[Signature]*

STATE OF ILLINOIS

EDUCATIONAL LABOR RELATIONS BOARD

In the Matter of:

Board of Trustees of the University
Of Illinois at Urbana-Champaign,

Employer,

and

Graduate Employees Organization,
IFT/AFT, AFL-CIO,

Petitioner.

Case No. 96-RC-0013-S

ORDER DIRECTING REPRESENTATION ELECTION

I order that the representation election be held on December 3 and 4, 2002, from 7:00 a.m. to 7:00 p.m. each day, at the University of Illinois in Urbana-Champaign, Illinois.

The purpose of the election is to determine whether the employees included in the bargaining unit described below desire to be represented for the purpose of collective bargaining by the Petitioner. The election shall be by secret ballot and will be conducted under the supervision of the Illinois Educational Labor Relations Board ("IELRB" or "Board") or its authorized agents. A Board Agent will hand a ballot to each eligible voter at the polling place when the polls are open.

The Unit for voting shall be the employees included in the bargaining unit agreed to by the parties. The bargaining unit agreed to by the parties consists of:

Assistants who are graduate students in good standing at the University's Urbana-Champaign campus and who have appointments as either Teaching Assistants (except for the initial semester when teaching is required by the departments listed below) or Graduate Assistants; and either hold a total appointment between .25 FTE and .67 FTE, or who receive a tuition and fee waiver from an assistantship appointment. Only those hours/duties spent by a graduate employee in the satisfaction of his/her included (TA or GA) appointment will be included in the bargaining unit.

The parties have further agreed that the following personnel shall be excluded from the bargaining unit:

Research Assistants (RA) and Pre-professional Graduate Assistants (PGA) as defined in the attached Stipulations. Teaching Assistants in the following departments will be excluded from the bargaining unit only for the first semester that they teach: Animal Biology; Biochemistry; Cell & Structural Biology; Chemistry; Germanic Languages & Literature; Microbiology; Plant Biology; and Psychology. Teaching Assistants or Graduate Assistants who are supervisors, managerial employees, confidential employees, or short-term employees as defined by the IELRA are excluded from the bargaining unit; and all other employees.

The bargaining unit agreed to by the parties is an appropriate unit within the meaning of Section 7 of the Illinois Educational Labor Relations Act, 115 ILCS 5/1, 5/7 *et seq.* There are no other unresolved issues relating to the holding of an election.

All employees in the bargaining unit described above and who are employed on or before November 20, 2002 shall be eligible to vote in the election. Each employee who wishes to vote in the election shall present his or her staff identification to one of the Board Agents conducting the election. Either one of the Board Agents conducting the election or an authorized observer may challenge the eligibility of any voter.

THEREFORE, IT IS HEREBY ORDERED:

1. That a representation election be conducted, as described above;
2. That the University of Illinois furnish the Illinois Educational Labor Relations Board and the Petitioner with a list of employees eligible to vote in the election, along with the employees' respective home addresses within seven calendar days following the date on which this Order issues;
3. That any and all of the provisions of the Act and the IELRB Rules and Regulations, as well as the policies, procedures and practices of the IELRB shall control the conduct of the election and all matters ancillary thereto;
4. That copies of the Notice of Election accompanying this Order be posted on bulletin boards and in other locations where notices to employees in the bargaining unit described above are normally posted; and

5. That the stipulations as to the bargaining unit agreed to by the parties are attached hereto, and are hereby incorporated by reference as an integral part of this Order Directing Representation Election.

Dated: November 1, 2002
Issued: Springfield, Illinois

Victor E. Blackwell

Victor E. Blackwell
Executive Director

Illinois Educational Labor Relations Board
320 West Washington Street, Suite 260
Springfield, Illinois 62701-1135
(217) 782-9068