

MEMORANDUM OF AGREEMENT

between

THE UNIVERSITY OF KANSAS AND  
THE BOARD OF REGENTS

and

THE KANSAS ASSOCIATION OF PUBLIC EMPLOYEES  
(Representing Graduate Teaching Assistants  
at the University of Kansas, Lawrence)

# MEMORANDUM OF AGREEMENT

## Table of Contents

Article 1, Preamble .....	1
Article 2, Recognition .....	1
Article 3, Non-Discrimination .....	2
Article 4, KAPE Rights .....	2
Article 4A, University Rights .....	3
Article 5, Appointments .....	4
Article 6, Wages .....	8
Article 7, Benefits .....	9
Article 8, KAPE access to GTA Names and Addresses .....	10
Article 9, KAPE Use of Facilities .....	11
Article 10, No Interference .....	11
Article 11, Personnel Files .....	11
Article 12, Employee Assistance Program .....	12
Article 13, Disciplinary Action .....	12
Article 14, Grievance Procedure .....	13
Article 15, Savings Clause .....	15
Article 16, Duration and Termination .....	15
Signature Page .....	16

## **ARTICLE 1**

### **Preamble**

Section 1: This agreement is entered into by and between the University of Kansas and the Board of Regents of the State of Kansas, hereinafter collectively referred to as “the employer” or “the University,” and the Kansas Association of Public Employees, hereinafter referred to as “KAPE” or “the employee organization.”

Section 2: It is the intent and purpose of this agreement to promote a harmonious and cooperative relationship between the employer and the employees in the appropriate certified employee unit within the framework provided by the Kansas Public Employer-Employee Relations Act, K.S.A. 75-4321, et seq. (“PEERA”).

## **ARTICLE 2**

### **Recognition**

Section 1: For the purpose of resolving grievances and meeting and conferring about conditions of employment, the employer recognizes KAPE as the exclusive representative for the unit found appropriate and certified on April 27, 1995, by the Public Employee Relations Board (“PERB”) in case number 75-UC-1-1992.

Section 2: As certified by PERB, the unit consists of all graduate teaching assistants employed by the University of Kansas, except those excluded as provided in the following section (unit members shall hereinafter be referred to as “GTAs” or “employees”).

Section 3: Positions excluded from the unit shall be any GTAs who are employed in managerial, supervisory or confidential positions, and all positions other than that of graduate teaching assistant.

Section 4: Should the University determine that any person employed as a GTA should be excluded from the unit, the University shall provide KAPE with the name, position, and duties of the position which would indicate it should be excluded. If KAPE agrees with the University in its assessment, KAPE and the University shall submit a joint petition for unit amendment to PERB requesting the amendment. If KAPE and the University disagree on the exclusion, the University may petition PERB for a unit clarification order, and no change in unit status of any employee shall occur until such an order is issued by PERB.

### **ARTICLE 3**

#### **Non-Discrimination**

Section 1: The employer acknowledges and understands that PEERA prohibits the employer from discriminating or retaliating against any employee for exercising the rights granted to the employee by PEERA.

### **ARTICLE 4**

#### **KAPE Rights**

Section 1. Employee Rights: GTAs shall have the right to join and participate in the employee organization. In accordance with state law, GTAs also shall have the right to refuse to join or participate in activities of the employee organization.

Section 2. Dues Deduction: The employer agrees to deduct from regular payroll warrants of each GTA who has submitted a written authorization-assignment, the appropriate KAPE membership dues in accordance with procedures established by the University and the Division of Accounts and Reports.

Section 3. KAPE Representatives: Representatives of KAPE will be permitted to come on the employer's premises for the purposes of investigating and discussing grievances or alleged violations of this agreement with the appropriate KAPE officer, employer representative, and/or affected employee(s), only after first notifying the director of human resources or the director's designee(s). Representatives of KAPE will not meet with an employee during the employee's assigned work times (including that employee's class periods and scheduled office hours) and will not meet with an employee in an area in which the meeting is likely to cause disruption of the assigned work of any other employee.

Section 4. Authorized Personnel: KAPE shall provide the employer with a current list of its representatives accredited by KAPE. The employer shall provide KAPE with a current list, including work telephone number, of the director of human resources and the director's designee(s).

Section 5: Bulletin Boards: The University shall designate one bulletin board in each building on campus in which GTAs have offices upon which KAPE and its unit members may post KAPE-related communications to GTAs. KAPE and its unit members shall not post such material on any bulletin boards other than the designated bulletin boards, and shall not post materials any place other than the designated bulletin boards. No more than one copy of each item may be posted on each bulletin board. The material posted by KAPE shall not cover any more

than 25 percent of the surface of a designated bulletin board. No such material posted by KAPE or its unit members shall remain posted any longer than three weeks or beyond the date of the event described in the materials. KAPE shall be responsible for timely removal of all KAPE-related materials posted by KAPE and its unit members. No material may be posted which reflects unfavorably on the employer or any individual employee. KAPE will provide copies of all materials to be posted on the designated bulletin boards to the director of human resources.

Section 6: Notification of Representation: The appointment form provided to each GTA shall state, "The Kansas Association of Public Employees (KAPE) has been certified by PERB as the exclusive employee representative of graduate teaching assistants for the purpose of meeting and conferring about conditions of employment and for the purpose of resolving grievances, as provided in K.S.A. 75-4321, et seq. KAPE may be contacted by calling 1-800-232-KAPE."

A: The University agrees to allow KAPE to set-up an informational table in the public area adjoining the registration area for the annual new GTA orientation. The activities of KAPE shall neither prohibit flow of traffic nor impede registration activities.

B: The University agrees to disseminate a written copy of the Memorandum of Agreement to all GTAs and faculty at the time of its ratification. The University agrees that printing and distribution will be completed within thirty (30) days after the beginning of the semester following the effective date of this Memorandum of Agreement. Thereafter, the University agrees to distribute a written copy of the Memorandum of Agreement to all new GTAs while the Memorandum remains in effect. KAPE and the University will jointly share the cost of that printing, with the KAPE share of the payment not being made from any University or State entity funding sources. After the ratification, the Memorandum of Agreement will be made available on a University web page with an annual notice to all faculty and Graduate Teaching Assistants of its location.

## **ARTICLE 4A**

### University Rights

Section 1: The University and the Board of Regents retain and reserve all rights, powers, authority and responsibility vested in them, whether exercised or not, to manage the University. This agreement shall not limit, restrict or modify the right to manage, and all rights inherent therein, except as expressly modified by the terms of this agreement. The right to manage shall include but not be limited to the right to:

- A. manage and direct the work of University employees;
- B. hire, promote, demote, transfer, assign and retain employees in positions within the University;
- C. discipline, suspend or discharge employees for proper cause;

- D. maintain the efficiency of governmental operations;
- E. relieve employees from duties or lay off employees because of lack of work, lack of funds or for other legitimate reasons;
- F. determine the methods, means and personnel by which operations are to be carried out and determine the size and composition of the work force;
- G. determine the mission and goals of the University and the method and means necessary to fulfill the mission and goals, including the right to alter, curtail, or discontinue any goal, service, or program;
- H. establish reasonable work rules;
- I. plan, govern, and control the University as permitted by law;
- J. determine the financial policies and procedures of the University;
- K. determine the control and use of University buildings, property, material and equipment;
- L. determine degree programs and requirements, course offerings and schedules, standards and procedures for admission to programs, and all other academic standards, policies and procedures;
- M. operate the University in accordance with all applicable federal and state laws;
- N. take all other actions as the University and the Board of Regents deem necessary to carry out the mission of the University.

The foregoing enumeration of the management rights of the University shall not be determined to exclude other rights granted by state or federal law or by the constitutions of Kansas or the United States. Further, this agreement is not intended to supersede any subject controlled by state or federal law, or to deny employees of the University of any rights afforded to them by statute except as expressly waived by the terms of this agreement.

## **ARTICLE 5**

### Appointments

Section 1. Term of Appointments: GTA appointments shall be for a specified period of time, up to one academic year (not including the summer session), as determined by the department offering the appointment and as stated in the written appointment form. Appointments may be for less than one academic year. In no event shall a GTA have an expectation of or right to continued employment beyond the time stated in that GTA's then current appointment form. Nonrenewal of a GTA appointment shall not be subject to review under any grievance or appeals procedure established in this agreement or by any other University rule, regulation or policy.

Appointments for the fall semester shall begin seven weekdays (excluding weekend days) prior to the first day of classes. Appointments for the spring semester shall end on the deadline date for turning in course grades.

Section 2. Conditions for Holding GTA Appointments: No person shall hold an appointment as a GTA during the academic year (not including summer sessions) unless all of the following conditions are met:

- A. During the term of appointment, the person is admitted to and enrolled in a graduate degree program offered by the University of Kansas.
- B. During the term of appointment, the person is enrolled in no less than six (6) credit hours per semester. However, should the person be unable to enroll in six hours for reasons of medical condition or other hardship, that person may, with supporting documentation and the approval of the department of employment (and department of study in cases in which the two are different), petition the Office of the Provost that this requirement be waived. Final approval rests with the Provost. Upon successful completion of the doctoral comprehensive examination and all other Graduate School and departmental requirements for candidacy to the doctoral degree and upon completion of eighteen post-comprehensive credit hours, the person may enroll in one or more dissertation, thesis, or equivalent credit hours as approved by the Office of the Provost to qualify for a Graduate Teaching Assistant appointment.
- C. During the term of appointment, the person is in good academic standing and making satisfactory progress toward a graduate degree, as determined by the Graduate School and the department in which the person is enrolled.
- D. The person has satisfied any and all English proficiency criteria established by the Regents and/or the University.
- E. During the term of the appointment, the person's assigned duties consist primarily of direct involvement in classroom or laboratory instruction.

If, during the term of the appointment, a GTA fails to meet any of the above conditions, the appointment may be terminated immediately without further review or appeal under any grievance or appeal procedure established in this agreement or by any rule, regulation or policy of the University. Departments may establish more stringent conditions for appointment, but the above shall be the minimum mandatory conditions for holding a GTA appointment.

Section 3. Letters of Appointment: All GTAs shall receive three copies of a letter of proposed appointment which specifies the appointment title, appointment percentage, effective dates, and salary level. The letter will also identify a person or office to contact for information regarding benefits associated with the appointment.

The appointee shall return two copies of the letter of proposed appointment to the department in which the appointee is to work indicating acceptance of the appointment. The signed letter of proposed appointment will then be forwarded to the Office of the Provost for final approval. No GTA appointment shall be binding upon the University until the appointment form has been approved and signed by the Office of the Provost. The Office of the Provost will send a final approved copy to the GTA.

All letters of appointment will indicate that the appointment is governed by and subject to the provisions of a memorandum of agreement between KAPE and the employer.

Section 4. Appointment Percentage: GTA appointments shall not normally exceed 50% or .50 FTE, with the expectation that the assigned duties of the appointment will average no more than 20 hours per week during a semester. For appointments at levels other than 50% or .5 FTE, the number of hours per week will be proportional to the percentage of appointment. Any appointment above 50% or .5 FTE must be approved by the Provost in advance of the offer. Appointments above 50% will be approved on a semester-by-semester basis.

Section 5. Limit on Number of Appointments: The employer and the union agree that the positions in this unit are designed to provide employment in teaching to individuals seeking advanced degrees at the University of Kansas. As such, these positions are not intended to be career employment, and are therefore subject to limitations on their number of years' duration. The parties agree that limitations on the duration of GTA appointments is a management right unilaterally established by the University administration. The parties further agree that any limitation on number or duration of GTA appointments established by the University will not apply to any individual employed as a GTA during the Spring semester of 1997. Any department chair may seek a waiver of University-established limitations by contacting the Provost's Office in writing with an explanation of the circumstances under which the waiver is being requested.

Section 6. Performance of Duties as Instructed: GTAs shall perform their duties in accordance with the instructions of their supervisors, departments, and/or schools and in adherence to University and Board of Regents policies. General instructions shall be reduced to writing and provided to the GTA at least five (5) week days in advance of their first meeting of the assigned class, or given orally, then reduced to writing, and provided to the GTA within a reasonable time thereafter. When required, GTAs shall adhere to departmentally approved course outlines or syllabi, shall use the approved texts, and other instructional materials, and shall administer tests or other graded activities in accordance with instructions of the GTAs' supervisor, department or school. GTAs shall hold their classes at the assigned times and places. GTAs shall submit grades in accordance with department and University policies and instructions. All absences from assigned classes must be submitted in advance for approval by the department (other than for illness or emergency situations, in which case the GTA must provide a written explanation to the supervisor) and arrangements must be made for the class to be covered in accordance with the departmental policies.

The University agrees to provide KAPE with a copy of new policies and with changes to existing policies that are promulgated by the Office of the Provost regarding GTA benefits as described in Article 7, eligibility for GTA appointments, and hours and wages prior to the implementation of the policy or change. For State and Board of Regents new policies or changes regarding GTA benefits as described in Article 7, eligibility for GTA



appointments, and hours and wages, notice will be provided within fourteen (14) calendar days of the University implementation, whenever possible.

Section 7. Orientation and Training: GTAs shall be required to attend all orientation and training sessions designated as mandatory by either the University or the school or department in which the GTA is appointed. Attendance at such sessions shall be part of the GTA's assigned duties. If GTAs are required by their departments to enroll in an orientation and/or training course for credit in order to hold GTA positions, the University shall pay all tuition and campus fees for one such required course per GTA, but the time spent in class and in doing work for the course for credit shall not be part of the GTAs' assigned duties.

Section 8. Evaluation: GTAs shall obtain course evaluations from students enrolled in their courses in accordance with department, school, University and/or Regents policies or requirements.

Each department or school shall evaluate its GTAs each semester using a method to be determined by the school or department. The method may be as informal as one-on-one meetings with the appropriate supervisor or reviews of student course evaluation results, or may be more formal and structured, as deemed appropriate by the department. Such evaluations shall be based on the performance of duties communicated to the GTA in accordance with Section 6 of this article and upon adherence to applicable published University and Board of Regents policies. Criteria under which the GTA will be evaluated and method of evaluation shall not be subject to grievance under any grievance or appeal procedure established in this agreement or under any other grievance or appeal procedure available within the University. A GTA who asserts that the evaluation was based on factors other than performance of duties and adherence to applicable published University and Board of Regents policies may grieve and/or appeal the results under the grievance procedure established within this agreement.

Section 9. Termination of Appointment for Enrollment or Fiscal Reasons: If, in the judgment of the department, school or University, enrollments are insufficient to justify offering a section to which a GTA has been assigned the University may reassign the GTA to other appropriate duties for the semester and may terminate the GTA's appointment at the end of one semester.

If the department in which a GTA is appointed lacks sufficient funds to pay the GTA, the University may terminate the GTA's appointment at the end of one semester.

If the GTA's position is funded by a source other than the State of Kansas and the funding is no longer available, the University may terminate the GTA's appointment at the end of one semester.

If the GTA's position is funded by revenues generated within the program in which the GTA works, and, in the judgment of the program, inadequate revenue exists to continue funding the GTA's position, the University may terminate the GTA's appointment at the end of one semester.

If a GTA's appointment is terminated for any of the reasons listed above, the termination shall not be subject to review or appeal under any grievance or appeal procedure established in this agreement or by any

University rule, regulation or policy. GTAs who have signed a letter of appointment, and subsequently have their appointment canceled as provided above, shall receive for one semester their wages, tuition, and campus fee waiver as provided in this memorandum of agreement.

Section 10. Return to Work: An employee on an unpaid leave of absence may return to work prior to the expiration of the leave only upon receiving approval of his or her immediate supervisor and the department. Such leave shall not extend the duration of an employee's appointment.

## **ARTICLE 6**

### Wages

Section 1: For fiscal year 2003 and the subsequent two fiscal years, the University shall provide a 10% increase to the University's GTA merit salary pool unless the Legislature imposes specific restrictions or limitations on expenditures for GTA salaries.

Section 2: Except as provided for in section 3, any salary increases provided to GTAs will be provided on a merit basis rather than an across-the-board basis. A GTA whose appointment is renewed within the same department in which the GTA taught the previous semester (excluding summer sessions), will be deemed to have performed at a meritorious level sufficient to entitle the GTA to two-thirds of the authorized departmental average percent merit increase. Any additional merit salary increase will be left to the discretion of the department, acting within the budget parameters provided to the department by the University, based upon its evaluation of the GTA's performance.

Section 3: Each GTA with an appointment of 50% for the academic year will have a base minimum salary in accordance with the following schedule, beginning the first academic year following the ratification of this agreement:

First Academic Year:	\$8,000.00
Second Academic Year:	\$9,000.00
Third Academic Year And all subsequent years	\$10,000.00

Each GTA, with an appointment of less than or greater than 50% and/or less than an academic year, will be paid on a pro-rata basis of the minimum amount. Nothing in this section prohibits the University from paying a GTA salary above these minimum amounts.

**ARTICLE 7**

Benefits

Section 1. Health Care Benefits: GTAs shall be able to participate in a state health insurance plan if the State Employees Health Care Commission modifies eligibility status to permit such participation. The Health Care Commission shall determine the employer contribution rate for payment of the state health insurance plan. The University agrees to include in its legislative budget for each fiscal year that this agreement is in force, a request that the Legislature specifically appropriate and authorize the expenditure of necessary funds for the purpose of paying the employer proportion of the total cost of a state health insurance plan as established by the Health Care Commission. This benefit will be subject to any conditions or restrictions imposed by the Legislature or the Health Care Commission.

The University will jointly author with KAPE a request to the Health Care Commission that the University be allowed to provide an employer contribution for the GTA health insurance comparable to the standard subsidy allowed for single coverage for other part-time State employees. The University agrees to request legislative funding sufficient to allow for the implementation and maintenance of this additional eligibility and employer expense for GTA health insurance. This proposal is also contingent upon legislative approval of the funding request, as well as restrictions or limitations placed upon the University's budget authorization related to employer cost of health insurance premiums.

Section 2. Payment of GTA campus fees by the University: Beginning in the semester following the effective date of this memorandum of agreement, the University shall pay GTAs' required campus fees for three credit hours per semester in accordance with the table and restrictions set forth below.

<u>Percentage appointment</u>	<u>Percentage of campus fees for three credit hours paid by University</u>
40 to 50%	100%
30% but less than 40%	75%
20% but less than 30%	50%
10% but less than 20%	25%

In the event that the Legislature specifically appropriates and authorizes the expenditure of necessary funds to fully cover the employer contribution, the campus fee payment shall continue according to the preceding table. In the event that the Legislature does not fully cover the employer contribution, the funds allocated towards campus fee payment shall be applied to the employer contribution of the health care plan.

To the extent that there are allocated campus fee funds that are not required to cover the employer contribution to the health care plan, these funds shall be spent on campus fee payment on a pro-rata basis in accordance with the table above.

Section 3. Payment of GTA Tuition by the University: Beginning in fiscal year 99, the University shall pay GTAs' tuition to attend the University of Kansas as follows:

<u>Percentage appointment</u>	<u>Percentage of tuition Paid by University</u>
40% to 50%	100%
30% but less than 40%	75%
20% but less than 30%	50%
10% but less than 20%	25%

Staff rates shall be assessed to employees first before applying the tuition waiver.

GTAs must pay required campus fees (except that portion that the University pays in accordance with Section 2 above) and any applicable off-campus area service fees in full. If, for any reason, a GTA resigns or abandons his or her position during the semester, or his or her appointment is terminated during the semester, the GTA shall be required to pay resident or non-resident tuition and fees for that semester, as appropriate given the GTA's residence status as a student who does not hold a GTA appointment.

## **ARTICLE 8**

### KAPE Access to GTA Names and Addresses

Section 1: On the thirtieth calendar day after the first day of class each fall and spring semester and on a monthly basis for two months thereafter during the academic year, the University shall provide KAPE with a list in electronic and paper form containing the name and home address of each person holding a GTA appointment as of that point in the semester, except that the University shall not provide the requested information of any GTA who has exercised the right granted by the Family Educational Rights and Privacy Act to direct the University not to disclose directory information. The Office of the Provost shall provide this list to KAPE, and any requests for or questions about the list shall be directed to the Office of the Provost. This list shall be provided at no cost to KAPE.

The University also shall provide KAPE with a copy of the University of Kansas telephone directory when available at no cost to KAPE.

Section 2: Neither the Regents, the University, any department of the University, nor any employee of the University shall have any obligation to provide any compilation or list of names and addresses or telephone numbers of GTAs to KAPE or any unit member other than the list described above.

Section 3: If KAPE desires additional information from the employer, it shall request such information in a written request directed to the Office of the Provost. If the requested information is contained in a record which is

an open record as defined in the Kansas Open Records Act, KAPE shall pay the University's approved charge for accessing, compiling and copying open records, prior to receiving the requested information. If the University determines that the requested information is not an open record, and/or determines that it does not desire to provide the information to KAPE, the University shall notify KAPE of that determination, and, if KAPE still believes that it is entitled to receive the requested information it shall have the right to pursue remedies provided by law to seek disclosure of the information.

## **ARTICLE 9**

### **KAPE Use of Facilities**

The University shall make University facilities available to KAPE in accordance with procedures contained in Guidelines for University Events and Registered Organizations as amended from time to time by the University Events Committee. KAPE agrees to comply with said Guidelines in its use of University facilities.

## **ARTICLE 10**

### **No Interference**

Section 1: GTAs shall not conduct any KAPE activity or business during work time or in the workplace, except as specifically authorized by the provisions of this agreement.

Section 2: State equipment and materials shall be used only for official state business, and shall not be used for KAPE business or activities.

## **ARTICLE 11**

### **Personnel Files**

Section 1: All personnel files and records are the property of the University.

Section 2: GTAs' official personnel files shall be maintained in the department or school in which they work.

Section 3: Written documents will not be used in terminations of appointment or suspensions without pay unless they are contained in the GTA's official personnel file and either contain the employee's initials as evidence of the employee's acknowledgment of the document's existence or evidence that presentation of the document was attempted.

Section 4: Upon written request, a GTA shall, within a reasonable time and in the presence of a designated management representative, have the opportunity to review and/or copy his or her official personnel file. However, GTAs shall not be entitled to review or copy any confidential letters or material, including, but not limited to, letters of reference or recommendations for awards.

## **ARTICLE 12**

### Employee Assistance Program

Section 1: GTAs shall be entitled to use the LIFeline Employee Assistance Program available to other state employees. The program is subject to policies adopted by the Department of Administration, Division of Personnel Services. The toll-free 24-hour telephone number for the LIFeline program is 1-800-284-7575.

## **ARTICLE 13**

### Disciplinary Action

Section 1: The University may bring disciplinary action against a GTA for cause at any time during the term of the GTA's appointment. Performance-related problems may also result in suspension or dismissal of a GTA for non-disciplinary reasons, and shall be accomplished through the evaluation process contained in this agreement. The results of an evaluation may be appealed in accordance with the terms contained in Article 5, Section 8 of this agreement. Disciplinary action may include written warnings, suspension with or without pay, or termination of appointment. Progressive discipline is encouraged but not required; however, the employer shall apply the least severe discipline possible, as determined by the employer, which fits the offense and reasonably will accomplish the desired alteration of conduct. Any disciplinary action shall state in writing the reason for the disciplinary action.

Section 2: GTAs may seek review of any disciplinary action under the grievance procedure contained in this agreement. As an alternative, the GTA shall have the opportunity to submit a written response within 30 days of receiving notification of a disciplinary action, and such response shall be retained in the GTA's personnel file.

Suspension without pay or termination of appointment shall not be effective until the GTA has either exhausted the procedure for review available under the grievance procedure or has waived the right to utilize any step of the grievance procedure (either by expressly waiving such right, or by failing to make a timely filing at any step of the procedure). At the discretion of the University, a GTA may be reassigned to different duties or placed on leave with pay pending the opportunity to seek a review of a disciplinary action. The decision to assign the GTA to different duties or place the GTA on leave with pay during an investigation conducted relative to a possible disciplinary action shall not be subject to review or appeal under the grievance procedure contained in this agreement or under any other grievance or appeal procedure of the University.

## **ARTICLE 14**

### **Grievance Procedure**

**Section 1:** A “grievance” is defined as a statement of dissatisfaction by a public employee, supervisory employee, employee organization or a public employer concerning interpretation of a memorandum of agreement or traditional work practice.

**Section 2:** As used in this article, “days” are defined as those week days during which classes are in session or regularly scheduled final exams are being conducted at the University, including summer sessions.

**Section 3:** During the pendency of a grievance, the grievant shall fulfill all assigned duties and responsibilities, unless directed otherwise by the University.

**Section 4:** This grievance procedure, and subsequent legal appeals from such administrative decisions, shall be the sole and exclusive remedy for adjustment of any grievance arising from the application or interpretation of this agreement. If, during the pendency of a grievance, all or part of the grievance becomes the subject of a federal, state, university or local law enforcement investigation or proceeding, the University, at its discretion, may elect to suspend the grievance proceeding until such time as the law enforcement investigation or proceeding is completed.

**Section 5:** The parties may mutually agree to extend the deadlines established herein. The party seeking to extend the deadline shall request such an extension at least 24 hours in advance of the scheduled event. The request shall describe the length of the extension sought and a brief explanation of the reason. Requests for extensions may be made via telephone, fax, electronic mail, mail or in person and shall be made to the appropriate supervisory employee or the grievant. Requests for extensions shall not be unreasonably denied. The party requesting the

extension shall forward written confirmation of the request for and receipt of the extension to the appropriate supervisory employee or grievant with a copy provided to the Director of Human Resources.

Section 6. Procedure: Failure to pursue the grievance at any level of the procedure within the appropriate time lines, and any agreed upon extensions, shall be considered a waiver of the right to proceed to any other step of the grievance procedure.

Step 1. Within ten (10) days of the occurrence of the event giving rise to the grievance, the grieving party shall orally discuss the matter with the employee's immediate supervisor in an attempt to resolve the grievance at the lowest possible level. An immediate supervisor may be either a department chair (or designee) or the dean (or designee) of the schools in which no chairs exist. The immediate supervisor shall respond to the oral grievance within five (5) days of the meeting with the aggrieved employee wherein the oral grievance was communicated. A failure on the part of the immediate supervisor to respond shall be considered a denial of the grievance and shall permit the grievant to pursue the grievance to the next higher level in the procedure.

Step 2. If the grievant is dissatisfied with the response of the supervisor received at step 1 of this procedure, or receives no response by the last day the supervisor may respond, the grievant may, within five (5) days, reduce the grievance to writing and submit the grievance to the immediate supervisor for a written response. The immediate supervisor shall have five (5) days in which to provide the grievant with a written reply to the grievance either granting, denying or modifying the relief sought.

Step 3. If the grievant is dissatisfied with the response received at step 2 and if the responding party at step 2 was a department chair, the grievant may, within five (5) days, submit the grievance in writing to the dean (or designee) of the school in which the employee is employed. If the responding party at step 2 was the dean (or designee) of the school, the grievant may, with five (5) days, submit the grievance in writing to the provost (or designee) for appeal. In either case, the dean or provost (or appropriate designee) shall have ten (10) days to respond in writing to the grievance either granting, denying or modifying the relief sought. The decision of the dean (or designee) or, as applicable, the provost (or designee) shall be the highest level of administrative appeal within the University. The grievant does not waive other legal remedies after following this grievance procedure.

Section 7. In grievance resolution meetings and conferences, with the exception of the oral meeting called for in Section 6 Step 1, both parties to the grievance shall be permitted to be represented by a spokesperson who may speak on behalf of and question any person speaking for or against the position of either party to the grievance.



## **ARTICLE 15**

### **Savings Clause**

Should any provision of this agreement be declared by the proper judicial authority or the Kansas Legislature to be unlawful, unenforceable, or not in accordance with applicable statute, all other provisions of this agreement shall remain in full force and effect for the duration of the agreement. Any provision of the agreement which is based on any statute, whether state or federal, all or in part, either directly or indirectly, shall be construed to conform to the statute upon which the provision is based. Such construction is to apply as the statute is presently worded or as it may be amended or changed.

## **ARTICLE 16**

### **Duration and Termination**

Section 1: This agreement shall become effective on the first day of the month following approval by the Board of Regents and the Secretary of Administration except for those provisions of the agreement which state herein that they require, or otherwise by law require the approval of the Governor or the Legislature. This agreement shall remain in effect for a period of three years. The entire agreement shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing not less than one hundred twenty (120) calendar days nor more than one hundred fifty (150) calendar days prior to the expiration date, that it desires to amend, modify or terminate this agreement, as the case may be. If notice to modify or amend is given, it shall contain a statement of the issues or provisions in which changes are desired, and meet and confer sessions shall begin not later than 30 days prior to the expiration date.

Notwithstanding the above provisions relating to initiation of the meet and confer sessions, no such sessions shall be scheduled during or continued through the summer months when school is in session unless the meet and confer process has reached tentative agreement for the entire Memorandum of Agreement or unless mutually agreed upon by the University and by KAPE.

**IN WITNESS THEREOF**, the Employer and the Employee Organization have hereto set their hands.

KANSAS ASSOCIATION  
OF PUBLIC EMPLOYEES

\_\_\_\_\_  
Joyce Glasscock,                      Date  
Secretary of Administration  
State of Kansas

\_\_\_\_\_  
Marty Vines                              Date  
Director of Negotiations

THE UNIVERSITY OF KANSAS

\_\_\_\_\_  
Robert Vodicka                         Date  
Negotiations Team Leader

\_\_\_\_\_  
Robert E. Hemenway, Chancellor    Date

THE BOARD OF REGENTS  
OF THE STATE OF KANSAS

\_\_\_\_\_  
Jack Wempe, Chairman                 Date