

ARTICLE 7

UNION STEWARDS AND LOCAL UNION OFFICIALS ACCESS TO UNIVERSITY PROPERTY

A. UNION STEWARDS AND OFFICIALS

1. At commencement of this Agreement, the Local Union shall provide the University with a written list of stewards. The Union shall immediately notify the University in writing of any additions, deletions, or modifications to such steward list.
2. The number of Union Stewards and Local Union Official shall not exceed five (5) unless such number is increased by agreement between the University and the Union. The stewards will normally be assigned to assure adequate coverage of all employee groups (e.g. custodial, maintenance, clerical, etc.). Every effort will be made to evenly distribute stewards among the Divisions so as to minimize loss of production time.
3. The designated steward shall investigate and present grievances to the University. When the designated steward is absent from campus during his/her regularly scheduled shift, it is understood that the Local Union Official may assume the responsibilities of the designated steward.
4. The privilege of stewards leaving their work is subject to the understanding that the time will be devoted to the prompt and proper handling of grievances and the privilege will not be abused.
5. Stewards and the Local Union Official will perform their regularly assigned work at all times except when necessary to leave their work to handle grievances as provided herein and in accordance with Article 6, Grievance Procedure.
6. Before leaving his/her work assignment, a steward and the Local Union Official must have approval of the immediate supervisor and the supervisor of the employee whose grievance is being investigated.
7. An appointed time for a grievance investigation is subject to departmental operating requirements.
8. Time spent by stewards and/or the Local Union Official in activities outlined in this Article will be paid at the employee's straight time hourly rate. There shall be no pay for any time an employee is involved in the grievance process outside his/her normal work hours.
9. Other than for the activities as prescribed in this Article, no employee will be released from work duty during the grievance process.
10. All time for stated activities as prescribed in this Article shall be on the premises of Shawnee State University and employees are expected to return to work immediately after any consultation or hearing as prescribed herein, and to notify their immediate supervisor immediately upon their return to work.

B. ACCESS TO UNIVERSITY PROPERTY

1. Union officials who are not employees of the University will be granted access to the University for the purpose of attending joint union-management meetings. Prior to gaining such access, the Union Official will notify the Human Resources Department of when such meeting is to take place.

2. Union officials, who are not employees of the University, will be granted access to the University for the purpose of conducting other union business in accordance with the University's current Solicitation Policy.