

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK**

**AND**

**TRANSPORT WORKERS UNION  
OF AMERICA, AFL-CIO**

**AND ITS**

**LOCAL UNION NO. 241**

**MAINTENANCE AND CUSTODIAL EMPLOYEES**

*April 1, 2022 – March 31, 2025*

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**AGREEMENT**, made and entered into as of the **1st day of April, 2022**, by and between COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK (hereinafter called the "University") and TRANSPORT WORKERS' UNION OF AMERICA, AFL-CIO, and its LOCAL UNION NO. 241 (hereinafter called the "Union"):

## **ARTICLE 1 - RECOGNITION**

Section 1. During the term of this agreement the Union is recognized as the exclusive bargaining agent with regard to wages, hours, and working conditions for all Physical Plant, Residence Halls and Institutional Real Estate Central Maintenance Employees (excluding Security Officers) of the University at Morningside Heights (which includes Prentis on West 125th Street), at Studebaker, at Bakerfield, at the Central Energy Plan, at the Jerome L. Greene Science Center at the College of Physicians and Surgeons, and at Bard Hall, at the Columbia Business School, at RCN Building, at the Lenfest and Forum Buildings, at the Medical Graduate Education Building, at the School of Nursing Building and the Audubon Biomedical Science and Technology Park of Columbia University (bounded by Broadway, West 165th Street, Audubon Avenue, and West 168th Street, but excluding public parks/facilities and parking areas), but does not represent kitchen and dining hall employees, supervisors, office and clerical employees, telephone operators, temporary employees, student employees and Security Officers. The wages, hours and working conditions for employees shown in the preceding sentence are excluded from the bargaining unit.

Section 2. (a) A temporary employee is one who has been in the employ of the University for less than four (4) months.

(b) The termination of the specific period or the completion of the specific job for which a person has been employed by the University for a period of not more than four (4) months shall be deemed to constitute a justifiable release for all purposes under this agreement of a person employed for such a period or for such a job.

(c) A temporary employee may replace a full-time employee past the four (4) month period for up to six (6) months in the case of family leave, disability, compensation, or discharge while a grievance is pending. The temporary employee will be permitted to work past the six (6) month limitation when the Union is first notified and it is mutually agreeable. The temporary employee will have the first opportunity to fill that permanent position if the permanent employee does not return.

(d) The University agrees to notify the Union of temporary employees who have been on the payroll for more than sixty (60) days. The notification will include name, department, date of hire, the person to whom they are reporting and the purpose of the hire.

(e) If a temporary employee is selected to fill a permanent position, his/her University seniority shall be retroactive to the last date of hire. In such cases, the immediate previous period of temporary employment shall be credited toward benefits under this Agreement; it being understood, however, that such period shall not result in any retroactive coverage or retroactive contributions to any benefit plan. If a temporary employee worked three or more months, two months will be counted toward the probationary period.

Section 3. Newly hired employees, newly promoted employees and newly transferred employees will be on probation for the first **six (6) months** of employment. Newly hired employees may be discharged within that period without the right to bring a grievance. Article 8 Section 5 governs newly transferred and

promoted employees removed from their positions. Newly hired and newly promoted employees will receive weekly evaluations during the probationary period and will be provided with copies of the evaluations. In the event that a reference requested within the first four months of employment is received thereafter and is unsatisfactory, such employee may be discharged upon the receipt of such unsatisfactory reference without the right to bring a grievance. Such an employee or employees may be represented by the Union in all matters except discharge for failure to qualify for the assigned job.

Section 4. The term "employee" as used hereafter in this agreement refers to a person included in the above defined bargaining unit.

Section 5. Union Shop Stewards shall be released for a maximum of two (2) hours off with pay, each month, to attend union meetings. There shall be a maximum of two (2) such meetings per month. The Union will supply the University with a list of such Shop Stewards and shall give a twenty-four (24) hour notice of such meetings. The unused time shall not accrue from month to month. See Exhibit B.

Section 6. Union officials and Shop Stewards shall have reasonable access to the appropriate University departments for the purpose of conferring with employees covered by this Agreement and for the purpose of administering the Agreement. Where the Union official or Shop Steward finds it necessary to enter a department or work unit for this purpose, he/she shall first advise the supervisor or the head of the department or his/her designee in person. A Shop Steward or Union official intending to go to the department or work unit other than his/her own or the one he/she represents shall first seek authorization from his/her supervisor to leave the work area and shall then follow the above procedure. Such visits shall not interfere with the operation of the University's department or work unit.

Section 7. Locked Union bulletin boards shall be provided in central areas of each department.

Section 8. The following conditions apply within the Audubon Biomedical Science and Technology Park: (a) Construction of buildings, including construction or major renovation of space for tenants, and installation of equipment in connection with construction, is not covered by the scope of the agreement. (b) Tenants, except for Columbia University, will have the right to purchase their own services. (c) Due to the technology being used to operate and maintain the building systems, supervisors and managers will utilize building instrument controls systems as part of their responsibilities, including using such systems in order to assign employees to perform maintenance and repair work. Supervisors and managers will not perform mechanical work, except: in case of emergency, for purposes of instruction, or in other similar circumstances.

**Section 9. During onboarding, an appropriate Officer or Steward shall be allowed thirty (30) minutes to discuss union matters with new hires represented by TWU.**

## ARTICLE 2 - UNION SECURITY

Section 1. (a) All employees, who on the date of the signing of this agreement are members of the union in good standing, shall, during the term of this agreement, so maintain such membership as a condition of employment.

(b) All present employees shall apply for and become members of the Union no later than the thirtieth (30th) day after the signing of this agreement and shall maintain such membership as a condition of employment. All persons who become employees hereafter shall apply for membership in the Union no later than the thirtieth (30th) day after the day upon which they become employees and shall

maintain such membership as a condition of employment.

(c) Upon employment, the employee shall be informed by the University of the existence of Local 241 and shall be provided with a copy of the current collective bargaining agreement.

Section 2. If the Union advises the University and an employee in writing that such employee is no longer a member of the Union in good standing, the employment of such employee by the University shall terminate at the expiration of ten (10) days after such notice unless the said employee elects to have the Union's action in that connection reviewed and determined, as hereinafter provided, in which event, such employment shall terminate for such cause only upon the final determination that the Union's action was proper. Such election may be made by said employee at any time within said ten (10) days period by notifying the head of the department in which said employee works and one of the officers of the Local Union of the employee's objection to such action. The propriety of such action shall then be reviewed and determined as a grievance under the procedures and provisions of Article 16, beginning with "Step 2" thereof.

Section 3. (a) Upon receipt of signed authorizations from the employees in the bargaining unit, which comply with the requirements of the National Labor Relations Act, the University, for each employee who is a member of the Union, shall deduct from the first pay of each month otherwise payable to such employee the Union dues for the preceding month or any initiation fee, all as hereinafter provided, and shall promptly remit the aggregate of such dues and initiation fees to the President and Treasurer of Local Union No. 241 in the form of a check payable to their joint order.

(b) The monthly dues and the initiation fee for employees, who shall have become members of the Union during the preceding month, to be deducted as aforesaid shall be determined by the Union at its national convention and notice of such dues shall be provided to the University by the Secretary or Treasurer of Local 241. No monthly dues shall be deducted from the pay of any member of the Union in the same month in which an initiation fee is so deducted from his/her pay.

(c) On or before the last day of each month, the President or Treasurer of Local Union No. 241 shall furnish the University with a list showing the name and address of any employee who shall have become a member in good standing in the Union and of any employee who shall have ceased to be such a member since the last previous list so furnished to the University. Any such list, including the names of employees who have become such members, shall be accompanied by cards executed by such new members authorizing the University to make the deduction provided for in this Article 2.

(d) The University shall provide a list of newly hired and/or terminated employees stipulating Name, Department and Job Title to the Union at periodic intervals.

(e) The parties recognize that the University has plans to expand its campus. The University agrees to discuss with TWU Local 241 issues of concern regarding the role of Local 241 in the expanded campus and what role TWU Local 241 may have in a particular property or properties.

### **ARTICLE 3 - MANAGEMENT RIGHTS**

Nothing in this agreement shall be construed to impair the University's exclusive right to manage its affairs and direct the work of its employees except as otherwise herein expressly provided.

## ARTICLE 4 - NON-DISCRIMINATION

Neither the University nor the Union shall discriminate against or in favor of any employee on account of race, color, creed, national origin, citizenship status, political belief, sex, marital status, sexual orientation, affectional preference, age or physical and/or mental disabilities except where, even with reasonable accommodation, the disability prevents the performance of the essential functions of the job. Sexual harassment shall be considered discrimination under this Article.

## ARTICLE 5 - SEXUAL HARASSMENT

The Union and the University recognize the problem of sexual harassment in the workplace and are committed to ending it. The University will strictly enforce its policy regarding sexual harassment and will comply with all city, state and federal laws against sexual harassment. On sexual harassment complaints, the grievance procedure may be preceded by notifying the University's Office of Equal Opportunity and Affirmative Action.

## ARTICLE 6 - WAGES & SCHEDULING

Section 1. (a) This agreement is effective from **April 1, 2022 through March 31, 2025**. Exhibit "A", hereto annexed, is made a part hereof, and incorporated herein as if fully recited herein. The rates of pay set forth in Exhibit "A" shall become effective on the dates typed at the top of each column for that particular column.

**Effective dates and salary increases are as follows:**

**Ratification: Three percent (3%) wage rate increase effective the first Monday following ratification.**

**Effective 3/27/23: Three percent (3%) wage rate increase.**

**Effective 4/1/24: Three percent (3%) wage rate increase.**

**Essential Worker Bonus: Upon successful ratification of this Agreement, full-time employees on payroll will receive the following lump sum payment:**

**Custodial: \$500**

**Maintenance: \$400**

(b) (1) Employees hired on or after April 1, 2005 will be subject to a new hire progression as follows:

1<sup>st</sup> year of employment: 80% of job rate

2<sup>nd</sup> year of employment: 85 % of job rate

3<sup>rd</sup> year of employment: 90 % of job rate

4<sup>th</sup> year of employment: 95 % of job rate

After 4 years of employment: 100% of job rate

Employees who are promoted during their first four years of employment will continue to be

subject to the new hire progression and will be credited with prior bargaining unit service in determining the appropriate rate of pay in the new position. After five years of bargaining unit service, employees who are promoted will not be subject to a new wage progression.

(c) LONGEVITY:

Employees will receive a longevity increment added to their base hourly rate of pay as follows:

<i>Completed Years Of Bargaining Unit Service</i>	<i>Cents Per Hour</i>
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5-9 years:	<b>25 cents</b>
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10-14 years:	<b>30 cents</b>
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15-19 years:	<b>35 cents</b>
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20-24 years:	<b>40 cents</b>
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25 or more years:	<b>45 cents</b>
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Employees who thereafter become eligible for a new longevity increment will have their rate of pay adjusted on the subsequent December 1.

Section 2. Wages shall be paid weekly, not later than Friday for the pay period terminated the preceding Sunday. Employees shall receive their pay checks in individual envelopes.

Employees will have the ability to review differential pay in their pay advice.

Section 3. (a) The University shall pay overtime at the rate of time and one-half for all authorized hours worked by all employees beyond their regularly scheduled work day and/or work week and for all hours worked in excess of eight hours a day and/or forty hours per week. The work week shall be defined as that period of time from 12:01 a.m. Monday to 12 midnight the following Sunday.

(b) Employees whose regularly scheduled work week is in excess of thirty-six hours shall be assigned two regular days off during each work week. Should such regular days off not be consecutive, then the first of such days off shall be deemed to be the sixth day of the work week and the second of such days off shall be deemed to be the seventh day of the work week. Such employees shall be paid: (1) time and one-half for all hours worked on the sixth day of the work week if the other five regularly scheduled work days of the work week are either regularly worked or a holiday occurs on any of such other days and the other days of such work week are regularly worked; (2) double time for all hours worked on the seventh day of the work week if the other six days of the work week are either worked or a holiday occurs on any such other days and the other days of such work week are regularly worked.

(c) Employees whose regularly scheduled work week is not in excess of thirty-six (36)

hours shall be assigned not less than one regular day off during each work week. Such employees shall be paid double time for all hours worked on the seventh day of the work week if the other six days of the work week are either regularly worked or a holiday occurs on any of such other days.

(d) The regularly scheduled work week (including the regularly scheduled day off or days off) for all employees shall not be changed except upon seven days' notice.

(e) When an employee in a job classification requiring twenty-four (24) hour coverage is changed from his/her regular shift to another shift without seven (7) days' notice, he/she shall receive time and one-half for the first eight (8) hours on the new shift.

(f) When an employee is called in to work at a time other than his/her regular work hours, he/she shall receive overtime pay at the rate of time and one-half his/her regular rate of base pay for a minimum of four (4) hours.

(g) Overtime payment shall be made on either daily or weekly overtime hours worked, but an employee shall not be paid both daily and weekly overtime for the same overtime hours worked.

(h) All overtime assignments will be distributed as equally as possible by job classification and seniority on a rotating list and appropriately recorded. Lists will be posted in an area accessible to employees. Each appropriate group will decide on the proper administration of such lists.

(i) Employment in any one day shall be continuous except for rest and meal periods and except that hours not worked between the termination of an employee's regularly scheduled work day and hours worked on special jobs shall not be paid for. Special jobs are those which are not the continuance of the regular work of the employee and which are accepted by the employee on a voluntary basis. Such special jobs shall be paid for at the rate of time and one-half the rate for the job being performed.

(j) On each shift, the rest period and meal break will be combined for a total of 45 minutes for lunch. Employees will punch in and out for the lunch break. There will be no change in compensation as a result of this provision.

The labor management committee will address implementation issues with regard to this agreement.

(k) No employee will have his/her work week reduced without prior notice to the Union and the work week for any job classification will not be reduced without the consent of the Union. Employees working on the day shift will be entitled to one-half hour for lunch.

(l) Notwithstanding any of the foregoing provisions to the contrary, schedules of special work weeks may be arranged, with the prior mutual consent thereto of both the Union and the University for certain employees who desire more consecutive days off in alternate weeks than may be practicable under this Article 6. Whenever possible, every employee shall be entitled to two consecutive days off in each work week. Insofar as possible these days shall be Saturday and Sunday, Sunday and Monday, or Friday and Saturday. Within classification and shift, employees may bid in order of seniority to fill vacancies which include a Saturday and/or Sunday as a day off.

Section 4. (a) All employees who do interior cleaning and turbinning of powerhouse boilers shall receive pay at the rate of time and one-half (1-1/2) their regular base rate of pay for such work.

(b) Employees assigned to Red Bag disposal at Health Sciences or Morningside shall receive **one dollar and forty-five cents (\$1.45)** for actual time spent effective **upon ratification**.

(c) No employee will be assigned to work more than sixteen (16) hours within twenty-four (24) hours when working on snow removal. Groundskeepers who are required to report to work for a snow emergency shall be guaranteed eight (8) hours of work and in addition thereto shall be paid two (2) hours at straight time pay. Employees assigned to snow removal for more than one (1) continuous hour at the express direction of management will receive **one dollar and eighty cents (\$1.80)** effective **upon ratification**.

(d) A \$4.00 per hour differential will be paid to Heavy Cleaners who are performing window washing which previously would have been paid at the Window Cleaner rate. A thirty-five cent (\$.35) per hour differential will be paid to Head Cleaners who are performing window washing which previously would have been paid at the Window Cleaner rate.

Section 5. Deductions from the pay of an employee for lateness shall be based on the actual length of lateness.

Section 6. An employee temporarily performing the work of another employee in a job classification to which a higher rate of pay is attached, shall receive such higher rate for the time during which he/she performs the work of the employee in the higher classification.

Section 7. (a) Each employee working a night shift (when his/her regular starting time is 3:00 p.m. or later) shall receive a night shift premium of **two dollars (\$2.00)** per hour in addition to the base rate of pay set forth in Exhibit "A", effective **May 2, 2022**.

Employees on shifts starting between 12:00 p.m. and 3:00 p.m. shall receive night differential for all hours worked after 5:00 p.m.

(b) Payment of such shift premium shall be calculated only for hours actually worked on that shift and for holidays.

Section 8. Classification and duties of employee positions shall be prepared and maintained.

Section 9. Mutuels shall be allowed for 24 hours—7 day coverage and weekend coverage only after supervisory approval and providing there is no cost to the University. Requests for a weekend mutual must be made by 5:00 p.m. Thursday preceding the weekend.

Section 10. Employee working sixteen (16) continuous hours will receive supper money except mutuels and semi-annual plant shutdowns. This allowance will be **\$18.00**. Meal allowances will be included in employee pay checks as a non-taxable item. Normally, meal allowances will be paid in the same pay check with the overtime pay for the worked.

Section 11. Costs associated with renewal and recertification of licenses that are required for an employee's job shall be paid for by the University.

Section 12. The parties will establish a committee to address hardship issues pertaining to employee shift changes on a case-by-case basis. It is understood that the University retains all of its management rights with regard to assignment and scheduling.

Section 13. Vehicle operators in the following titles are required to report whenever their driver's license is suspended, restricted or revoked:

Groundskeeper A and B  
Truck Driver A and B  
Truck Driver Helper  
Laborer

Employees in other titles who are requested to drive for individual days or assignments will notify their supervisors if they have a suspended, restricted or revoked driver's license.

## ARTICLE 7- SENIORITY

Section 1. University seniority shall be computed on the basis of the latest date of appointment with the University. Departmental seniority shall be computed on the latest date of appointment to the job classification within a department except as otherwise provided herein. Classification seniority shall be defined as that period of time during which an employee is continuously employed within a particular job title.

Section 2. (a) In the event of layoffs, employees with the least departmental seniority shall be laid off first and any employee laid off in any job may exercise his/her departmental seniority to bump an employee with less departmental seniority in lower job classification in the same department. When an employee thus is bumped out of a department, he/she may exercise his/her University seniority to bump into any other department in which he/she is qualified to perform the work in a position with the least departmental seniority in that department and displacing any employee with less University seniority. Any employee entitled to and wishing to bump another employee must do so within five days of receipt of notice of layoff. The University shall give notice of layoff on Friday of any work week and the employee laid off must exercise his/her right to bump by 5:00 p.m. on the following Wednesday. The University agrees to give the employee to be laid off a minimum of three (3) weeks' notice of a layoff, or pay in lieu thereof.

(b) When, after layoffs, additional employees are required, those laid off shall be rehired in the inverse order in which they were laid off before any new employees are hired.

Section 3. Employees covered by this agreement, in response to a posted notice of opening(s) for a Security Officer position, may indicate their interest in such opening(s) by submitting an appropriate application or bid and shall receive consideration as set forth in Article VIII, Section 2 before an applicant from outside the bargaining unit is hired for such position.

Section 4. (a) Employees who successfully bid into the Heavy Cleaner classification shall be afforded a training period not to exceed thirty (30) days during which they will be compensated at the higher Heavy Cleaner rate of pay. Such employees shall not be considered to be new employees for the purposes of paragraph 1 of the 1970 Collective Bargaining Agreement in the event that the University determines that they have not successfully completed the training program. In any event, the employee not successfully completing the training program shall revert to the status he/she formerly enjoyed with appropriate University and classification seniority.

Section 5. When a **Heavy Cleaner** is required to leave his/her assigned building permanently and there are two or more employees assigned, then the junior employee shall be the one moved unless the

senior employee elects to make the change.

Section 6. Head Mechanic positions shall be filled based upon operating needs in the Department. When established, such positions shall be posted and filled in accordance with Article 8, Section 2.

Section 7. The University and the Union shall work together to establish proper apprenticeship training programs and other educational and training programs, to improve the skills of employees, so they can qualify for promotional opportunities. The University and the Union shall work jointly to obtain government grants for establishing training programs that will provide for advancement and skills maintenance training for Columbia employees. A joint committee to pursue the above will be established within ninety (90) days of the Memorandum of Agreement.

Section 8. The University will pay for employees to attend accredited schools or training programs where it is necessary for such employees to meet new or changing job requirements of their current position.

Section 9. The University will provide CPR training to up to a maximum of 20 employees in the bargaining unit. Such training will be voluntary and on the employee's time.

Section 10. When a vacancy arises for a managerial position, employees who are members of Local 241 shall have the same opportunity as other employees to apply for such promotions. Employees upgraded to other classifications including those upgraded to Supervisor, may, during the term of their probationary period, return to their former job classification in the bargaining unit without loss of seniority.

Section 11. Except in the case of military leave, as hereinafter provided in Article 15, seniority shall not accumulate during any leave of absence from employment except that seniority will accrue during leaves of absence of up to one year for reasons of illness, injury and maternity.

The one-year period prescribed above shall, in the case of occupational illness or injury, be tolled by the length of any delay only in the following cases:

- a. The employee's physician requests permission to perform a procedure, and
- b. The University's physician disputes the need for the procedure, and
- c. The employee files a timely appeal to the New York State Workers Compensation Board, and
- d. The Board upholds the employee's position and authorizes the procedure, and
- e. The procedure is performed within a reasonable time from the date of the Board's decision.

The tolling period shall be measured from the date the employee's physician requests permission to perform the procedure until the date the procedure is performed.

Section 12. All seniority shall cease upon: (1) justifiable discharge; (2) voluntary quitting; (3) failing to advise the University in writing by registered mail within six months after being laid off and within each six months thereafter that the employee desires to be rehired; and (4) failing to respond within three days exclusive of Sundays and holidays to an offer of work sent by registered mail.

Section 13. Employees who are laid off because of lack of work may request termination pay at any time within six months after the layoff date. This termination pay will amount to one week's salary for each full year of continuous employment at the University. The employee requesting termination pay will sign a

statement indicating that by accepting such pay he/she is forfeiting his/her seniority right and that if he/she returns to work for the University it will be as a new employee.

## **ARTICLE 8 – PROMOTIONS AND VACANCIES**

Section 1. Posting of job vacancies within the bargaining unit including a description of the work to be performed, shift, work hours, location and title and the requirements for the position will be posted in appropriate areas for a period of five (5) days excluding Saturdays, Sundays and holidays. Consideration shall be given to members of the bargaining unit who apply for such open positions as set forth in Section 2 before any outside person is hired to fill the position.

Section 2. The following are to be considered departments: Custodial, Mechanical, Power Plant, Grounds and Waste Management, Security and Real Estate, Central Energy Plant, Manhattanville Engineering, and Manhattanville Operations.

Departmental Seniority shall govern promotions unless ability to perform the job and the employment records are not significantly equal. Employees who qualify shall be eligible for promotions to fill vacancies in the bargaining unit.

With regard to new positions in the Central Energy Plant and the Jerome L. Greene Science Center at the salary rate of Mechanic/ 'A' Mechanic level and above, departmental seniority shall inform promotions and transfers unless ability to perform the job and the employment records are not significantly equal. Employees who qualify shall be eligible for transfers and promotions to fill vacancies in the bargaining unit.

Section 3. The successful completion of relevant in-house training and/or relevant in-house work experience indicating a competent ability to work at a higher grade will be considered as a qualification for promotional opportunity. For purpose of this agreement "relevant" will be considered tasks in the higher classification.

Section 4. The University will first discuss with the President of the Local, or his/her designee and the Shop Steward in the Department the provisions of newly designed and/or changed tests to be given to employees for promotional opportunities. Such tests shall be uniform for those applying from both within and outside the bargaining unit. Employees shall be informed of the results of such tests that they have taken.

Section 5. An employee who is promoted or transferred to a different position shall serve a four (4) month probationary period. If he/she is removed from the new position during the probationary period, he/she shall be returned to his/her former position or to an equivalent one without loss of seniority.

Section 6. Employees will be deemed qualified for promotion to Specialty Mechanic and/or Head Mechanic, Head Cleaner and Mechanic A/Mechanic only if they have demonstrated skills or completed required training and certification of proficiency in skills related to the position sought. Such promotions will be subject to the provisions of Article 8.

## **ARTICLE 9 - HOLIDAYS**

Section 1. (a) During each year of this agreement, employees shall be entitled to the following holidays with pay:

New Year's Day  
 Dr. Martin Luther King Jr's Birthday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Election Day  
 Thanksgiving Day

Thanksgiving Friday  
 December 24th  
 Christmas Day  
 One (1) day selected by the University during the Christmas/New Year Season  
 Employee's Birthday  
 Two (2) Floating Holidays

(b) Employees will be entitled to the two (2) floating holidays on an individual basis at a mutually agreeable time. Where possible and contingent upon a favorable work load and schedule, such holidays shall be allowed on a "first come-first served" basis, three (3) days after a written request is placed with the supervisor. The two (2) floating holidays may not be taken until the employee completes his/her probationary period.

Section 2. (a) On said holidays, employees who do not work shall receive a normal day's pay for the holiday. Employees who do work will also receive, in addition thereafter, time and one-half (1-1/2) pay for the hours on a holiday actually worked. If an employee's day off and a holiday coincide, such employee shall receive a normal day's pay for the holiday, and additionally, double time (2x) for the hours on such a day actually worked. The hours worked on a holiday shall not be less than four. By mutual agreement between the University and the employee, the employee may enjoy equivalent time off in lieu of the premium pay provided for herein.

(b) If the employee's day off and a holiday coincide and the employee does not work on the holiday, the employee will receive a normal days' pay or, in the alternative, may request equivalent time off which must be made prior to the holiday. Request for the equivalent time off option must be made at least five (5) days prior to the holiday. A time off request will be made pursuant to the floating holiday procedure as outlined in Article 9 Section 1(b). Equivalent time off must be taken by November 1<sup>st</sup> or it will be paid out to the employee.

Where a shift overlaps two calendar days, the calendar day on which the majority of the scheduled work hours falls will be recognized as the holiday under the contract.

Section 3. In the event that an employee shall be absent from work on a paid holiday, on the day prior to or the day following a paid holiday, this holiday pay shall be forfeited unless such absence is excused.

**ARTICLE 10 - VACATIONS**

Section 1. Vacation benefits will be provided as follows during each fiscal year:

	Employees shall
<u>With Continuous Service of:</u>	<u>receive with pay:</u>
Less than 12 months by June 30	1 day for each two (2) completed months of service beginning with the third month to a maximum of 1 week
12 months by June 30	2 weeks
3 years by June 30	3 weeks

4 years by June 30	4 weeks
15 years by June 30	5 weeks

Section 2. Under no circumstances shall an employee covered by this agreement have more than one of the above described vacations in any calendar year.

Section 3. Upon termination of his/her employment, pursuant to two (2) weeks' notice of resignation or retirement, an employee who has been in the University's employ for more than six months shall, in addition to any wages due him/her, receive proportionate vacation pay (on the basis set forth above) for each month that he/she has been in the University's employ since June 30th last, or since the date of commencement of employment with the University if the employee has received no previous vacation, providing at least three (3) months have elapsed since the June 30th last prior to resignation. An employee who is discharged shall receive vacation pay on the same basis.

Section 4. (a) By mutual agreement between the University and the employees, vacations may be taken at any time during the calendar year. Wherever practicable the University shall schedule vacation picks of three weeks on consecutive days.

(b) The University reserves the right to schedule separately the fourth week of four weeks' vacations and the fourth and fifth weeks of five weeks' vacations. Except as aforesaid and except as may be mutually agreed between the University and the employee involved, the vacation period for any employee shall be taken on consecutive days. With advance notice and by mutual agreement requests for single days off may be granted subject to operational needs. By mutual consent between the University and the employee involved, vacation pay in lieu of actual vacation time may be substituted for the whole or any part of an employee's vacation.

(c) The second and third vacation choice of the senior employee shall be granted only after the junior employees have been granted at least his/her first choice. The same principle shall be used to pick vacations for a junior employee's second choice versus a senior employee's third choice.

(d) The vacation schedule for **Heavy Cleaners** shall contain as many three-week vacation picks as practicable. **Heavy Cleaners** may pick such three-week vacations by building seniority.

(e) When vacation pick of one or more weeks is scheduled, the vacation shall commence with employee's normal scheduled work week, unless otherwise mutually agreed upon.

**Upon request, up to ten (10) days of unused vacation earned during a vacation year may be carried over for use in the succeeding vacation year only. Carried over vacation days must be used by the end of the following vacation year from which they accrued.**

Section 5. Vacation pay shall be computed at an employee's straight-time rate of pay for the time allowed for vacation.

Section 6. Vacation credit shall not accrue during any leave of absence which exceeds two months except employees with 15 or more years of seniority shall accrue vacation during the first three months of a workers compensation leave of absence; employees with 20 or more years of seniority shall accrue vacation during the first four months of a workers compensation leave of absence.

Section 7. Four (4) vacation days can be used per annum for emergency situations except in those cases where an employee is on written warning for attendance. Emergency vacation days cannot be used

as the threshold for discipline.

**ARTICLE 11 A - SICK LEAVE**  
**(EMPLOYEES HIRED PRIOR TO MARCH 1, 1996)**

Section 1. Employees are entitled to sick leave pay in any year calculated from the anniversary date of employment figured at straight-time for regularly scheduled hours of work.

*(a) For those employees hired prior to January 1, 1977, the sick leave benefits will be provided as follows:*

<i>With continuous service of:</i>	<i>Receive full pay for:</i>
After 2 months but less than 1 year	One (1) scheduled work week
After 1 year but less than 3 years	Two (2) scheduled work weeks
After 3 years but less than 5 years	Three (3) scheduled work weeks
After 5 years but less than 7 years	Four (4) scheduled work weeks
After 7 years but less than 9 years	Five (5) scheduled work weeks
After 9 years	Six (6) scheduled work weeks

*(b) For those employees hired on or after January 1, 1977 and prior to October 1, 1978, the sick leave benefits will be provided as follows:*

<i>With continuous service of:</i>	<i>Receive full pay for:</i>
After 6 months but less than 1 year	5 work days
After 1 year but less than 2 years	10 work days
After 2 years but less than 3 years	15 work days
After 3 years	20 work days

*(c) For those employees hired on or after October 1, 1978 and prior to March 1, 1996, the sick leave benefits will be provided as follows:*

<i>With continuous service of:</i>	<i>Receive full pay for:</i>
------------------------------------	------------------------------

After 4 months but less than 1 year	5 work days
After 1 year but less than 2 years	10 work days
After 2 years but less than 3 years	12 work days
After 3 years but less than 5 years	14 work days
After 5 year but less than 7 years	16 work days
After 7 years but less than 9 years	18 work days
After 9 years	20 work days

Section 2. (a) During the second through the fifth year of employment, employees will accumulate one (1) week additional sick leave with pay for each year in which no more than seven (7) working days of sick leave have been used. Beginning with the sixth year of employment, the days of accumulation will be equivalent to the years of employment, but only for those years in which no more than seven (7) working days of sick leave have been used.

(b) Sick leave may be accumulated up to a maximum of sixty (60) days.

(c) All employees shall be entitled to use up to five (5) days of his/her sick leave each year for family illness (parent, domestic partner, spouse, child, sibling, spouse's or domestic partner's child or parent, grandparent, grandchild or family member residing in the employee's household). All contractual documentation requirements will apply.

The University shall comply with the NYC Earned Safe and Sick Time Act and the Temporary Schedule Change Law.

The University shall comply with the New York State Paid Family Leave Policy.

Section 3. (a) When payments under the New York State Disability Law are scheduled to begin, the University agrees to pay the difference between the disability payment and the regular full-time pay of the employee, and to charge the sick leave accumulation one-half (1/2) day for each day of absence. This would be in effect so long as the employee has unused sick leave. Thereafter, the employee would continue to receive disability payments to which he/she is legally entitled. A new employee who is not yet entitled to sick leave credit may receive all disability payments to which he/she is legally entitled.

(b) An employee who has used his/her entire sick leave benefit and who has an extended disability may, upon request, receive a lump sum payment for his/her accrued, unused vacation or any portion thereof.

(c) The first five (5) days of disability leave will be charged to the employee's annual allotment at the rate of one (1) full day for each day of absence. Day six (6) through thirteen (13) will be charged at the rate of 1/2 day for each day of absence from the employee's annual allotment. Thereafter, disability leave is charged to the employee's leave bank at the rate of 1/2 day for each day of continuing disability up to 26 weeks. (Note: An employee receives full pay while his/her sick leave is being charged at the rate of 1/2 day per day of continuing disability). After the 26 week period, any remaining sick leave is charged at the rate of

a full day for each day of continuing absence. Once the sick leave bank is exhausted, an employee must use their remaining annual allotment of sick leave.

Note:

An employee will not receive N.Y State Disability benefits while he/she is receiving sick leave pay. If the employee's sick leave is exhausted during the period covered by N.Y. State Disability (26 weeks during a period of 52 consecutive weeks), the employee will receive N.Y. State Disability benefits to the extent to which he/she is entitled, for the balance of the 26 week period.

Section 4. (a) Any employee receiving an injury in the course of his/her employment will receive an amount equal to eighty (80) percent of his/her pay for the period of disability due to said injury up to a maximum of six (6) weeks. Such pay shall not exceed eighty (80) percent of the amount such employee would have received if working at his/her straight-time hourly rate for his/her regularly scheduled hours of work. In the event the injured employee is entitled to compensation for such disability under the Workers' Compensation Law of the State of New York, the University will either pay the part of the amount of such pay as shall not be payable by the insurance carrier or shall pay the entire amount thereof and be reimbursed therefore by the insurance carrier. This Section 4(a) does not apply to employees until they have completed their four (4) month probationary periods.

In no event may an employee receive more in take home pay under this section than he/she would have received if working at his/her regularly scheduled hourly rate, for his/her regularly scheduled hours of work.

(b) If the illness is the result of a disease covered by the Workers' Compensation Law of the State of New York, the University will either pay the part of the amount of eighty (80) percent of regular pay as shall not be payable by the insurance carrier or shall pay eighty (80) percent of his/her regular pay thereof for the period provided above in Section 4 (a) of Article X A and be reimbursed therefore by the insurance carrier. This Section 4(b) does not apply to employees until they have completed their four (4) month probationary periods.

In no event may an employee receive more in take home pay under this section than he/she would have received if working at his/her regularly scheduled hourly rate, for his/her regularly scheduled hours of work.

(c) An employee may choose to receive one hundred percent (100%) pay while on Workers' Compensation if he/she has time in his/her sick leave bank and has had no prior compensation incident for one (1) year. The charge to the employee's sick leave bank shall be one-third (1/3) day for each day of absence due to Compensation.

In no event may an employee receive more in take home pay under this section than he/she would have received if working at his/her regularly scheduled hourly rate, for his/her regularly scheduled hours of work.

(d) Employees injured during a riot shall receive full pay and benefits during the entire period of their disability.

In no event may an employee receive more in take home pay under this section than he/she would have received if working at his/her regularly scheduled hourly rate, for his/her regularly scheduled hours of work.

Section 5. Eligible employees are entitled to sick leave pay only when necessarily confined to their homes or to a hospital because of illness or when they are unable to work because of physical disability.

Section 6. It is the responsibility of the employee to see that his/her supervisor is kept properly notified in case of illness or injury. A doctor's certificate will not be required for absence due to illness up to and including three (3) consecutive work days unless the absence occurs before or after a holiday in which cases a certificate will be required. Any pattern of abuse of this privilege will result in a written warning to the employee following which a doctor's certificate can be required for one or more days of absence. At the option of the University, when an employee returns to work after an illness or injury, he/she may be required to prove his/her physical fitness to the satisfaction of the University Health Service before returning to work.

Section 7. Regarding one-day absences, an employee off ill on a pattern of one-day absences in any anniversary year shall, after the third absence, be required to obtain a doctor's certificate to receive pay for his/her next day of illness.

The termination date of each employee's anniversary year shall be used as the date to clear employee's record regarding absence for illness as described immediately above.

The record of days off for illness shall commence at the start of each employee's anniversary year.

Section 8. Employees absent from work on the scheduled day immediately preceding and/or immediately following a vacation period shall not receive sick pay for that day unless a proper doctor's note is submitted to substantiate that illness.

Section 9. If while on sick leave an employee's anniversary date occurs, said employee shall be paid sick leave from his/ her new anniversary year sick leave entitlement, provided the employee is not on disability. Employees may draw from the new year entitlement before drawing from the sick leave bank. Upon passing the anniversary date, the employer shall not be required to pay any days remaining from the old anniversary year.

Section 10. An employee who has sixty (60) days in the bank at the beginning of his/her anniversary year and who uses a limited number of sick days during his/her anniversary year, will receive a lump sum payment equivalent to a fixed number of days regular pay at the end of his/her anniversary year based on the following formula:

Total Lost Time:	Lump Sum Payment		
	12 day accrual	20 day accrual	30 day accrual
7 days	1	1	1
6 days	2	2	2
5 days	3	3	3
4 days	4	4	4
3 days	5	5	5
2 or 1 day	6	7	8
No days	7	8	9

Section 11. Each member of the bargaining unit will receive a statement of his/her available sick leave on

his/her anniversary date.

**ARTICLE 11 B - SICK LEAVE**  
***(EMPLOYEES HIRED ON OR AFTER MARCH 1, 1996)***

Section 1. Employees are entitled to sick leave pay in any year calculated from the anniversary date of employment figures at straight-time for regularly scheduled hours of work.

Section 2. (a) Employees, after the four-month probationary period, shall be entitled to paid sick leave earned at the rate of one (1) day for each month of employment, retroactive to date of hire, up to a maximum of twelve (12) days per year.

(b) Employees hired on or after 4/1/08, after one (1) or more years of employment with the University shall be entitled to a total of twelve additional days of sick leave each July 1.

(c) All employees shall be entitled to use up to five (5) days of his/her sick leave each year for family illness (parent, domestic partner, spouse, child, sibling, spouse's or domestic partner's child or parent, grandparent, grandchild or family member residing in the employee's household). All contractual documentation requirements will apply.

The University shall comply with the NYC Earned Safe and Sick Time Act and the Temporary Schedule Change Law.

The University shall comply with the New York State Paid Family Leave Policy.

Section 3. Unused sick leave may be accumulated up to a maximum of sixty (60) days.

Section 4. (a) The sick leave plan supplements the New York State Disability Benefits Law. Benefits payments under the State Disability Law shall commence after an employee has exhausted his/her full pay sick leave entitlement hereunder, and the combination shall not exceed twenty-seven (27) work weeks for non-occupational disabilities.

(b) An employee who has used his/her entire sick leave benefit and who has an extended disability may, upon request, receive a lump sum payment for his/her accrued, unused vacation or any portion thereof.

Section 5. An Employee who is absent as a result of a job-related illness or injury may elect to:

(a) receive the statutory Worker's Compensation benefits to the extent to which he/she is entitled; or,

(b) use ten (10) days of his/her sick leave, if available, and, thereafter, may use his/her sick leave, if any, to maintain the full difference between the statutory Worker's Compensation benefits to the extent to which he/she is entitled and a full day's pay at the Employee's regularly scheduled hourly rate, for each day of absence, to the extent permitted by the following schedule:

Less than 1 year	...	1 work week
1 but less than 3 years	...	2 work weeks

3 years but less than 5 years	...	3 work weeks
5 years but less than 7 years	...	4 work weeks
7 years but less than 9 years	...	5 work weeks
9 years and over	...	6 work weeks

Upon exhausting his/her sick leave or having supplemented his/her pay to the extent provided by the schedule (whichever comes first), the Employee will receive the statutory Worker's Compensation benefits to the extent to which he/she is entitled.

In all instances, where on-the-job accident, illness, or injury occurs, the Employee will be required to file an Accident Report with the Employer.

In no event may an employee receive more in take home pay under this section than he/she would have received if working at his/her regularly scheduled hourly rate, for his/her regularly scheduled hours of work.

Section 6. Eligible employees are entitled to sick leave pay only when necessarily confined to their homes or to a hospital because of illness or when they are unable to work because of physical disability.

Section 7. It is the responsibility of the employee to see that his/her supervisor is kept properly notified in case of illness or injury. A doctor's certificate will not be required for absence due to illness up to and including three (3) consecutive work days unless the absence occurs before or after a holiday in which cases a certificate will be required. Any pattern of abuse of this privilege will result in a written warning to the employee following which a doctor's certificate can be required for one or more days of absence. At the option of the University, when an employee returns to work after an illness or injury, he/she may be required to prove his/her physical fitness to the satisfaction of the University Health Service before returning to work.

Section 8. Regarding one-day absences, an employee off ill on a pattern of one-day absences in any anniversary year shall, after the third absence, be required to obtain a doctor's certificate to receive pay for his/her next day of illness.

The termination date of each employee's anniversary year shall be used as the date to clear the employee's record regarding absence for illness as described immediately above.

The record of days off for illness shall commence at the start of each employee's anniversary year.

Section 9. Employee's absence from work on the scheduled day immediately preceding and/or immediately following a vacation period shall not receive sick pay for that day unless a proper doctor's note is submitted to substantiate that illness.

Section 10. If while on sick leave an employee's anniversary date occurs, said employee shall be paid sick leave from his/her new anniversary year sick leave entitlement, provided the employee is not on disability. Employees may draw from the new year entitlement before drawing from the sick leave bank. Upon passing the anniversary date, the employer shall not be required to pay any days remaining from the old anniversary year.

Section 11. An employee who has sixty (60) days in the bank at the beginning of his/her anniversary year

and who uses a limited number of sick days during his/her anniversary year, will receive a lump sum payment equivalent to a fixed number of days regular pay at the end of his/her anniversary year based on the following formula:

Total Time Lost	Lump Sum Payment
3 days	5 days
2 days	6 days
1 days	6 days
0 days	7 days

Section 12. Each member of the bargaining unit will receive a statement of his/her available sick leave on his/her anniversary date.

Section 13. A labor-management committee meeting(s) will be convened to address union concerns about the imposition of discipline for sick time.

Section 14: The first five (5) days of disability leave will be charged to the employee’s annual allotment at the rate of one (1) full day for each day of absence. For continuing absences of more than five (5) consecutive days, each full day of disability leave will be charged to the employee’s sick leave bank for each day of absence until the sick leave bank is exhausted. Once the sick leave bank is exhausted, an employee must use their remaining annual allotment of sick leave.

**ARTICLE 12 - GROUP INSURANCE BENEFIT**

Section 1.

- (a) Effective January 1, 2017, employees hired prior to 4/1/2013 may enroll in UnitedHealthCare Choice Plus 80 with no contribution or they may enroll in UnitedHealthCare Choice In-Network plan with contributions as outlined in the chart attached hereto as Exhibit “E.”
- (b) Effective January 1, 2017, employees hired after 4/1/2013 may enroll in UnitedHealthCare Choice Plus 80 with no contribution or they may enroll in UnitedHealthCare Choice In-Network plan with contributions as outlined in the chart attached hereto as Exhibit “E.”
- (c) WAIVER: An employee who waives health benefit coverage will not be entitled to retiree medical coverage.
- (d) There will be no additional plan design changes for term of the contract.
- (e) A \$1,000 annual credit will be introduced to offset the tax burden of making after-tax contributions for same-sex domestic partner medical plan coverage. (Active employees only)

If the University modifies its position on same sex domestic partners medical coverage, the \$1,000 annual subsidy for medical coverage of same sex domestic partners will be similarly modified in the

contract.

(f) Medical Insurance Carriers:

Active employee medical coverage: Columbia University has ability to change health plan carriers provided no diminishment of benefit.

Retiree employee medical coverage: Columbia University has ability to change health plan carriers provided no diminishment of benefit.

Note: The University will implement any changes legally-mandated by Health Care Legislation

**OPTICAL PLAN:**

Effective on the effective date of the point of service plans, the University will no longer deduct optical expenses from the child care allowance provided under Article 12A, Section 5, and the following shall apply:

All employees who participate in the United Health Care plan shall be covered by the Optical rider for their plan. Employee dependents who are covered by the POS plan will also be covered by the Optical rider as of the date that the employee becomes covered.

Benefits will be as follows:

*Reimbursement once every 24 months for:*

Vision Benefits	UHC Plans
Benefits Apply Both In-Network and Out-of-Network	
Routine Eye Exams	Adults: One exam every 12 months with a \$10 copay
	Children: One exam every 12 months with a \$10 copay
Lenses	Adults: Every 24 months, \$20 allowance for single lenses, \$30 for bifocal, \$40 for trifocal and \$75 for lenticular
	Children: Lenses covered in full every 12 months (more frequently if medically necessary)
Frames	Adults: \$30 allowance every 24 months
	Children: Up to \$100 covered in full every 12 months (more frequently if medically necessary). Cost above \$100 covered at 60%.
Contact Lenses	Adults: \$75 allowance every 24 months

Children: Single purchase of pair of contact lenses or 1 box of contact lenses per eye covered at 100%
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Unreimbursed expenses may be paid for through the USA Medical Account.

Section 2. (a) Employees who have completed six months of service will be covered by life insurance in the amount of one times base salary up to \$50,000, at no cost to the employee. There is no six-month waiting period for job-related death.

(b) The employee shall have the option to purchase an additional, like amount of five times (5x) of Group Life Insurance (rounded to the nearest thousand dollars) at sale cost to him/herself at the rate established by the Insurance carrier.

(c) The University shall provide an individual copy of the Group Life Insurance policy to all enrolled employees.

(d) Employees who retire on or after October 1, 1995 will be eligible for a five-thousand dollar (\$5,000.00) death benefit. This benefit will be increased to \$6,000.00 effective October 1, 1997.

(e) The Group Insurance Plan is described in detail in a booklet entitled "*Benefits in Brief*" for non-union support staff and members of Local 2110, SSA and TWU.

Section 3-1. (a) The University agrees to coverage, at its expense, for all individual employees and their immediate families under the G.H.I. Type M-1 Basic Dental Plan, or equivalent coverage, as of the signing of this Contract.

(b) Effective October 1, 1981, the University agrees to coverage, at its expense, for all individual employees and their immediate families under the G.H.I. Type M-1 Basic Dental Plan with 100% Prosthetics, or equivalent coverage.

(c) Effective January 1, 2006, the University agrees to continue coverage, at its expense, for all individual employees and their immediate families under the G.H.I. Preferred Dental Plan, or equivalent coverage.

(d) The Dental Plans described in (a) (b) and (c) above shall become effective on the first of the month following the completion of the four (4) month probationary period.

(e) The Dental Plan is described more fully in a brochure entitled "*GHI: Dental Insurance Benefits*".

Section 3-2. Effective January 1, 2000:

(a) Alternatively, employees and their families may participate in the Columbia Dental Plan and the Dental Plus Plan as now or hereafter offered to other University employees.

(b) Employees will pay the full cost of these plans.

Section 4. All full-time employees shall be eligible to participate in the University Spending Account (USA) benefit plan. This plan becomes effective on January 1, 1987, or for new employees on the first of the following year after the completion of the four (4) month probationary period. Upon request to the Personnel Benefits Office, a complete description of the details of the University Spending Account Plan

will be made available to employees.

Section 5. The University's combined total contribution (Public Safety & Maintenance and Custodial Agreements) to direct child care will be as follows:

**4/1/2023    \$145,000**  
**4/1/2024    \$150,000**

Section 6. Employees may participate in Salary Reduction Account (SRA).

### **ARTICLE 13 - RETIREMENT PLAN**

Section 1. The Columbia University Retirement Plan for all employees covered by this agreement is revised effective October 1, 1989.

Section 2. (a) Employees who work a regular schedule of at least twenty (20) hours per week may retire at the end of the month in which they reach the normal retirement date at their sixty-fifth (65th) birthday.

A minimum of five (5) years of regular continuous service is required for vesting. If an employee is hired after their sixtieth (60) birthday, their service will accrue for vesting after October 1, 1988.

Any employee who reaches their seventieth (70th) birthday must start to receive their retirement benefits no later than April 1, following their seventy and one-half (70-1/2) date of birth, although they may continue their employment.

(b) The Plan permits optional early retirement at or after age sixty (60) if vested and if the employee has completed five (5) years of continuous service just prior to the date of early retirement, or after age fifty-five (55) if the employee has completed ten (10) years of service.

(c)(i) Retired employees twenty (20) years of service and fifty-five years old shall be covered by Blue Cross/Blue Shield at their own expense of 102% of premium as well as Drug Prescription Plan at their own cost until eligible for Medicare.

(c)(ii) Employees eligible for retiree health benefits who qualify under (i) may elect to participate in an HMO or maintain indemnity coverage or any other plan available for active employees, in which case the University will (1) contribute the monthly cost of retiree major medical coverage toward the HMO premium or cost of another plan, and the retiree will pay the balance of the premium, if any OR (2) provide major medical coverage, and the retiree will pay the premium cost of the basic medical plan. Retirees must maintain continuous coverage beginning at the time of retirement, and may not resume coverage once they cease maintaining coverage.

The following chart illustrates the coverage:

Age at Retirement and Years of Service	Retiree Health Benefit	Additional Benefit
55 + under 10 years	None	COBRA only
55 + 10 to 19 years	Major Medical	COBRA only

55 + 20 or more years	(i) Major Medical  OR (ii) Dollars in lieu of Major Medical to be used for other coverage	(i) Continuation of basic coverage at 102% at employee expense OR (ii) Maintenance of other coverage at employee expense (for amount above dollars in lieu of Major Medical)
65 + 5 to 9 years	None	Medicare
65 + 10 or more years	Major Medical	Medicare

Section 3. An employee is eligible for a deferred pension if five (5) years of continuous eligible service have been completed prior to age sixty-five (65), except for those employees with twenty (20) years or more of eligible service who will not have their pensions reduced at age sixty-two (62) effective 10/1/89.

Section 4. Effective July 1, 2008,

- 2.0% for the first 10 years of service,
- 2.2% for the next 20 years (11-30) of service
- 2.3% for years of service in excess of 30

Increased pension benefit rates apply to all years of service for all active employees.

Section 5. (a) A participant whose right to retirement benefits is vested is entitled to receive retirement benefits as a result of any disability which causes the termination of his/her status as an employee of the University prior to his/her retirement date. Certification by the University Medical Officer, as to the total and permanent disability of the employee, will be necessary. Pension payments will be based on eligible service credit accumulated to the date of the onset of disability.

(b) **The University will establish a Disability Retirement Fund to help offset COBRA costs for employees that have applied for disability retirement; which will be funded as follows:**

**Effective April 1, 2022 – \$5,000**

**Effective April 1, 2023 – \$5,000**

**Effective April 1, 2024 – \$5,000**

Section 6. An employee who has vested in the plan and has attained fifty-five (55) years of age, while still employed by the University, will become eligible for the "Surviving Spouse Coverage" for his/her spouse only if married for at least twelve (12) months. The primary pension benefit will not be reduced to pay for this coverage and the University will cover the entire cost. However, anyone electing the surviving spouse option will receive an actuarial adjustment as specified in the Pension Plan Document.

Section 7. A complete description of the details of the retirement plan will be made available to employees at the Personnel Office upon request. An outline of the pension plan has been provided to each employee in the form of a Plan Summary Document. The Plan outlined in this Article 13 is in

conformance with the requirement of the Employee Retirement Income Security Act of 1974 (as amended).

Section 8. The pension plan will be amended to provide:

The 50% survivor benefit of an employee who (i) dies while still in an active status and (ii) when vested under the plan, may be paid to a designated beneficiary on an actuarially adjusted basis. It is understood that Federal law requires that the spouse of an employee must waive his/her right to a joint and survivor annuity in order for anyone other than a spouse to be the designated beneficiary, and that the right to designate a non-spouse beneficiary shall at all times be subject to applicable law, including tax laws. It is further understood that the employee's pension during his/her lifetime is reduced on an actuarial basis whenever any person is designated as a beneficiary.

### **ARTICLE 14 - TUITION EXEMPTION PLAN**

Section 1. The University shall provide tuition exemption as follows after a two-semester waiting period (administered as 7- months) for employees and spouses or same sex domestic partners per section five below (four-year waiting period for children remains unchanged):

(a) Full -Time Employees

Less than one (1) year of employment      6 credits per semester  
(maximum of two (2) courses)

More than one (1) year of employment      7 credits per semester  
(maximum of two (2) courses)

(b) Part -Time Employees (working 25 hrs. per week)

Less than one (1) year of employment      3 credits per semester  
(maximum of one (1) course)

More than one (1) year of employment      4 credits per semester  
(maximum of one (1) course)

In the summer semester, the University will retain the right to refuse to offer courses under this tuition exemption plan to employees where such courses are deemed to be inappropriate or inefficient by the University.

Section 2. The spouse and children of any full-time employee shall be entitled to utilize any unused portion of credit to which the employee is entitled under this agreement, except that there shall be no accrual of any unused portion or credit.

Section 3. The spouse and children of an employee shall be entitled to apply the employee's unused portion of credit to any course, graduate or undergraduate, subject to the following modifications:

(a) That the course be given by a department or school of Columbia Corporation. Courses

given by Teachers College or Barnard will not be tuition exempt for children or spouses.

(b) That, in the case of children, they must be enrolled as candidates for a Bachelor, Professional or higher degree. In cases where the son or daughter is registered as a degree candidate outside the University system but is able to obtain admission as a non-matriculated special student at Columbia, tuition exemption will be granted.

Section 4. Children must have matriculated into a degree program by age 26 to be eligible for the unused portion of the employee's benefit. Years of military service will not be counted toward matriculation age.

Section 5. That, as of August 20, 1974, the spouse and children of eligible full-time employees shall be entitled to utilization of any employee's unused portion of credit as outlined in this agreement. For all new hires past that date, the employee's spouse shall be immediately eligible for full utilization as outlined in this agreement, but the employee's children shall not be eligible until the employee has seniority for a minimum of four (4) years at the University.

## **ARTICLE 15 - PAID AND UNPAID LEAVE**

Section 1. Any employee who performs service pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended, will be granted all rights as provided by law.

Section 2. An employee will be granted three days special paid leave in the case of death in the family (wife, husband, parents of either spouse, children or stepchildren, brothers and sisters of the employee, grandparents and also for in-laws residing in the employee's household). In addition to said three days special paid leave, employees may use accrued vacation or personal leave, if necessary, for travel to the funeral of a covered family member outside of the New York City Metropolitan area. Approval for use of such vacation or personal leave will not be unreasonably denied.

When a death in the family occurs outside the employee's household, a leave of absence without pay and without loss of seniority, not to exceed five (5) working days may be granted. A request for such leave must be made by the employee and must be approved by the Supervisor.

Section 3. No salary shall be deducted from employees while they are serving on jury duty. Employees on jury duty will be given weekends off.

Section 4. Maternity shall be treated as any other non-occupational disability circumstance as set forth in Article 11 of the Contract. Medical expenses incurred during pregnancy and maternity delivery shall be covered for all eligible employees under the Blue Cross-Blue Shield and Major Medical Plans as would any other disability within the limits set forth in those plans.

The employee shall furnish the Employer with a certificate from her physician stating expected date of delivery. Active employment may continue during the pregnancy at the employee's discretion; however, the University reserves the right to require an authorization from the employee's physician attesting to the employee's ability to carry out normal duties.

Section 5. The University will provide a disability leave for non-occupational and occupational illness and injury as follows:

- (a) Up to one (1) year from the last day worked for a non- occupational illness

or injury.

(b) Up to one (1) year from the last day worked for an occupational illness or injury. In the case of an occupational injury, where the employee is unable to return to work within the one (1) year period, the employee will undergo a physical examination either by the employee's own doctor, or by the University's doctor, or by both doctors (employee's and University's). Where there is a dispute in the findings of the two doctors, a third doctor chosen by the above two doctors will make a final physical examination of the employee, and the findings of that examination will be final and binding upon all parties. The employee will be released from employment if there is no prognosis for return to his/her position within a definite and reasonable period of time.

Compensation during such leave shall be within the limits set forth in Article 11 with the remainder of the leave being unpaid. Attendance at Workers Compensation Board hearings after return to work shall be paid at the appropriate rate providing that the employee has not exceeded six (6) weeks usage.

Section 6. Employee will be granted leave in accordance with the University's Family and Medical Leave Act Policy.

## **ARTICLE 16 - GRIEVANCE PROCEDURE**

Section 1. In the event of any dispute arising with regard to the interpretation or application of any of the terms of this agreement, all such matters shall be adjusted in accordance with the following procedure:

Step 1. The employee feeling him/ herself aggrieved shall discuss the grievance within five (5) days of the incident giving rise to the grievance with his/her immediate supervisor either alone, or at the employee's option, accompanied by the Shop Steward or, in his/her absence, his/ her duly designated representative. Such immediate supervisor shall give his/her answer to said grievance within five (5) days. Failure on the part of the University to answer a grievance within the time limits provided for shall allow the Union, at its option, to proceed to the next step. The time limits specified in this Article may be extended only by written agreement between the University and the Union.

Step 2. It shall be presumed by the University that the grievance has been disposed of to the satisfaction of the Union and the employee under Step 1 unless within five (5) days after the expiration of the five (5) day period referred to in Step 1 for the employee's immediate supervisor to give his/her answer, a statement of the existence of a grievance is presented in writing to the head of the department or his/her designated representative in which said employee works. The head of the department or his/her designated representative shall, set a date for a hearing to be held within five (5) days thereafter. The hearing may be attended by the said employee and two or three committee members of Local Union No. 241. At such hearing a written statement of the grievance and a summary of the basis for the action authorized by the immediate supervisor shall be drawn up. The Department head or his/her designated representative shall give his/her answer in writing to said grievance within five (5) days after the completion of the hearing. Failure on the part of the University to answer a grievance within the time limits provided for shall allow the Union, at its option, to proceed to the next step. The time limits specified in this Article may be extended only by written agreement between the University and the Union.

Step 3. It shall be presumed by the University that the grievance has been disposed of to the satisfaction of the Union and the employee under Step 2 unless within five (5) days after receipt of the decision at Step 2, the written statement of the grievance is presented to the Vice President for Personnel Management or his/her designated representative for consideration and discussion. The Vice President for

Personnel Management or his/her designated representative shall set a date for a hearing to be held within five (5) days thereafter. The hearing may be attended by the said employee, three committee members of Local Union No. 241 and, at the Union's option, a representative of Transport Workers Union of America. The Vice President for Personnel Management or his/her designated representative shall give written answer to such grievance within five (5) days after completion of the hearing. Failure on the part of the University to answer a grievance within the time limits provided for shall allow the Union, at its option, to proceed to the next step. The time limits specified in this Article may be extended only by written agreement between the University and the Union.

Termination arbitration hearings shall be scheduled within **ninety (90) calendar days** of the appeal to arbitration.

Step 4. It shall be presumed by the University that the grievance has been disposed of to the satisfaction of the Union and the employee under Step 3 unless within twenty (20) days after the receipt of the decision at Step 3, the Union serves notice in writing to said Vice President for Personnel Management or his/her designated representative that it elects to submit the grievance to arbitration. In such an event, within ten (10) days, the Union shall file for arbitration in writing to the Office of Employee and Labor Relations.

Failure on the part of the University to provide an answer at Step 3 shall allow the Union to proceed to arbitration by filing a written demand for arbitration with the Office of Employee and Labor Relations within ten (10) days following the date that the Step 3 response was due.

There shall be a standing panel of seven (7) arbitrators designated for the duration of the collective bargaining agreement to hear all cases arising under the agreement. The arbitrators are:

- i. Rosemary Townley
- ii. Stuart Bauchner
- iii. Al Viani
- iv. Howard Edelman
- v. Melissa Biren
- vi. Roger Maher
- vii. Bonnie Weinstock

Cases will be heard in rotation order unless otherwise agreed by the parties. Vacancies on the panel shall be filled by joint designation of the parties. If the parties are unable to agree on a new arbitrator, they shall request a list of nine (9) names from the American Arbitration Association and shall alternately strike names from the list.

The decision of the arbitrator shall be final and binding upon the parties to the agreement. The arbitrator shall have authority to interpret and apply the provisions of this agreement as may be involved in said grievance but shall not have any power or authority to alter in any way any of the terms and provisions of this agreement.

The cost of such arbitration shall be borne equally by both parties to this agreement.

American Arbitration Association rules or such other mutually agreeable method shall be utilized for all cases.

All time limits herein specified shall be exclusive of Saturdays, Sundays, and holidays

Section 2. The University agrees to provide relevant non-confidential information concerning a Step 2 grievance hearing on a timely basis prior to the date of the hearing upon receipt of a timely request. Management will notify the union in writing when it believes that information requested is irrelevant or confidential. Disputes concerning this provision can be brought to Step 3 as part of the underlying grievance (see grievance form attached as Exhibit F).

Section 3. The parties agree to implement the grievance form attached as exhibit F.

## **ARTICLE 17 - DISCIPLINE AND DISCHARGE**

Section 1. No employee shall be discharged after **six (6) months** of continuous service, except for just and sufficient cause. Any employee who is discharged after four (4) months of continuous service, or aggrieved by disciplinary action taken by the University (other than action taken by the University pursuant to Article 2, Section 2 hereof) shall have the right to have such action considered as a grievance and settled by the grievance procedure established under this agreement in Article 16. If such discharge or disciplinary action is determined to be unjustified, the employee shall be entitled to reinstatement, and/or back pay if loss of pay resulted from said disciplinary action.

Section 2. No employee may be suspended or terminated at the first step except for drunkenness, theft, assault, drug abuse and serious misconduct.

Section 3. Verbal and written warnings contained in an employee's record will not be taken into consideration after one year for all actions except in disciplinary cases, i.e., drunkenness, theft, assault, drug abuse and serious misconduct (for example sexual harassment, fraud, threatening behavior, tampering with time records). Copies of individual letters of warning will be provided to the Union at the time they are delivered to the employee.

Section 4. Management may offer that vacation time be surrendered in lieu of unpaid disciplinary suspension on a day-for-day basis subject to the employee's agreement.

Section 5. Upon request, the University shall meet with the Union to discuss the status of an investigation of an employee who has been suspended from work for at least fifteen (15) workdays, during pendency of an internal and/or University investigation.

## **ARTICLE 18 - HEALTH AND SAFETY**

Section 1. The Union and the University agree to the formation of a joint advisory Health and Safety Committee. In the first year the Committee will meet at least five (5) times and thereafter will establish its own meeting schedule. Its function will be to investigate health and safety problems, to conduct inspections of work areas as needed and to make recommendations to management to resolve health and safety issues. The Union shall be entitled to have four (4) bargaining unit employee representatives on the Committee to be selected by the Union from the various departments, who may serve so long as their service on the committee does not unreasonably interfere with the performance of their regular duties. Committee members shall receive regular wages for all committee activities performed during the employees' regular working hours. In case of emergency, the Health and Safety Committee shall be convened within twenty-four (24) hours.

Section 2. The University shall provide, on work time, safety and health training which is either required by law or agreed to between the parties.

(a) The University will conduct a training session for the Union's Health and Safety Committee representatives on an annual basis.

Section 3. Any and all grievances arising from this clause may be filed at Step 3.

Section 4. The Health and Safety Committee will establish a mutually agreed-upon agenda and calendar of meetings to take place during the six-month period following the conclusion of negotiations. The items to be discussed will include, but not be limited to, the following:

- workplace conditions, including locker rooms;
- health and safety training;
- specific tasks as they impinge on safety.

Section 5. The Office of Environmental Health and Safety will, upon request, evaluate the operation and determine if a potential occupational exposure exists. The University shall provide examinations consistent with applicable standards and regulations. Notwithstanding the foregoing, the Union can:

- bring in its own Health and Safety expert, at its expense;
- he/she will notify the Office of Environmental Health and Safety, in advance, of his/her visit;
- a representative of the Office of Environmental Health and Safety may accompany the Union Health and Safety expert;
- such visits shall not interfere with day-to-day operations;
- the parties will exchange their respective reports and recommendations.

Section 6. Upon request safety belts will be provided to employees who do heavy lifting.

Section 7. All employees potentially exposed to biohazard areas will be issued radiation tags. Appropriate training will be given.

Section 8. Safety medical kits shall be supplied by the University and placed at locations throughout the University grounds and shall be provided in all locker rooms.

## **ARTICLE 19 - WORKING CONDITIONS**

Section 1. (a) Uniforms shall be furnished by the University for all employees who are required to wear uniforms. The University will replace any work clothes destroyed, mutilated or damaged beyond repair because of conditions arising out of and in the course of employment in the service of the University, normal wear and tear excepted.

(b) The University shall provide cold weather gear and coveralls to all employees who perform outside work.

(c) The University shall provide all special equipment and tools for mechanics.

(d) Employees in the Service Department who must go from one building to another, i.e., outside, to perform their duties will be provided with foul-weather gear. Employees who are provided with such clothing must turn in the old equipment in order to get a replacement or must pay the replacement cost if the old clothing has been misplaced or lost.

(e) Since the University requires an employee to wear safety shoes or other authorized foot wear as part of his/her work uniform, once each year the University shall supplement the cost of such shoes. **The shoe allowance will be \$120.00 during the first and second year of this agreement. The shoe allowance will be increased to \$130.00 during the third year of this agreement.** This shoe allowance shall be paid provided that the shoes are worn while at work. This provision shall apply to all employees.

(f) All Campus garage and Baker Field trucks (exclusive of other types of vehicles) shall be equipped with heaters.

(g) Summer ventilation hats shall be provided to employees.

(h) T-shirts or other appropriate lightweight attire will be provided to employees.

(i) Locker rooms will be properly ventilated and sanitary.

(j) The University will provide once-annual cleaning service for winter jackets.

(k) Locker and break rooms will be designated for the use of TWU members.

Section 2. Employees may use air-conditioned areas for lunch, where available.

Section 3. All employees covered by the agreement will be required to take a medical (physical) examination to be eligible for employment as a Security Officer.

## **ARTICLE 20 – PROJECT WORK AND SUBCONTRACTING**

Section 1. Management will determine the composition and staffing level of the project team based on the requirements of the University. It is contemplated the project team will be staffed with Carpenters, Electricians, Plumbers, Masons, Painters and Laborers. It is agreed and understood that eight Project Team positions will be posted within 60 days of the ratification of the new contract. A six-month review process during which management will assess the viability of the Project Team will be commenced after the hire of the eighth member. If after the initial six-month review process management determines that the Project Team should consist of fewer than eight positions, prior to implementing the reduction in positions there will be a labor/management meeting at which management will outline the reasons for the reduction.

If it is determined by the Department that the Project Team is not viable, the Project Team and the associated positions will be dissolved, and, for up to five years following the ratification of this agreement, those employees who transferred from other Maintenance and Custodial positions will be reassigned to their former shop positions with seniority intact. It is understood that this may result in layoffs in which case the provisions of Article 7, Section 2 will apply.

University seniority shall govern the vacation selection process for Project Team members. If it is determined by the department that the project team is not viable and therefore dissolved, the following language will take effect:

The University will give notice to the union no later than fifteen (15) calendar days prior to the start of work when work is to be performed by outside contractors, except in the event of an emergency. This notice will be delivered to the Union Office. In the event the university does not give prior notice to the union, except in emergencies, the union may then make such lack of notice subject to the grievance process. The University and the Union shall review subcontractor reports four times per year at a scheduled labor management meeting.

Section 2 When the University contemplates letting work to outside contractors, the department will have the sole responsibility to determine the best means to perform the work. First consideration will be given to the use of the bargaining unit employees (powerhouse, trade shops, custodial), if they can perform the work on a comparable basis. When the University desires to utilize employees (other than from a project team) to perform project work, it will notify the Union as to the type of work, how many employees may be needed on the project, the anticipated length of the project and the estimated start date.

Section 3 Project work will be defined as cleaning and maintenance, or small renovation and construction activities that are performed infrequently which require planning, considerable effort, special skills and/or special equipment.

- a) The union requests that its employees not be asked to clean up after or fix work improperly done by outside contractors; and, in such instances where the employees may be asked to do so that they be paid time and one-half. We consider this a reasonable and fair request which places the burden of responsibility on those supervising contractors to ensure that any such work is completed in accordance with specifications and that work sites are properly cleaned to the expectations cited in the general conditions section of their contract. Should a TWU employee be asked to fix work improperly done or clean up construction debris attributed to outside contractors immediately following the completion of a job, such employees will do so on overtime, and be paid time and one-half.
- b) In so far as possible, once a job has started, TWU employees will not be pulled off a job to be replaced by outside contractors. However, management must have the ability to do so under certain circumstances such as unforeseen conditions, unanticipated absences, critical schedule commitments, or to remedy emergencies.

Section 4 Unless waived by both parties, subcontracting issues will be a standing agenda item of the Labor-Management Committee. Discussions of subcontracting issues in the Labor-Management Committee will not supersede, add to, or modify this provision.

Section 5 The University will provide the Locksmith shop with notice, including the type of hardware, no later than thirty (30) days prior to contractor installation of lock hardware in conjunction with a project. If possible, the University will endeavor to provide advanced notice.

## ARTICLE 21 - MISCELLANEOUS

Section 1. Whenever notice is required or permitted to be given from one of the parties to any other, it shall be deemed to be given if mailed by registered mail, securely enclosed in a sealed wrapper, postage prepaid, addressed, if to the University, Attention of the Vice President for Personnel Management, Columbia University, Morningside Heights, New York, New York 10027, and if to the Transport Workers Union of America or to Local Union No. 241, or to any officers of said Local Union, to any such addressee, Box 23, Columbia University, New York, New York 10027.

Section 2. (a) It is agreed that a procedure will be implemented to provide for the calculation of Federal Income Tax on vacation pay (for other than terminations) separately by payroll weeks, provided that each employee who desires an advance vacation check makes such request as required at least two weeks prior to the beginning of the vacation period.

(b) Each employee will receive verification from his/her department that his/her vacation pay advance has been authorized at least two days in advance of the date the check is due, provided that the employee has followed all appropriate departmental procedures.

(c) Each department will identify a designated advocate to resolve questions and/or problems regarding vacation checks. If at the end of four months the problems continue, the parties will meet to negotiate alternatives.

Section 3. The University will establish a "check-off" for use in making employee contributions to a credit union when authorized by a signed authorization card from the employee.

Section 4. Employees shall be allowed to authorize payroll deductions for political contributions to a fund known as the "Committee on Political Education" (the "Committee"). It shall be the responsibility of the Union to obtain and deliver such authorization cards to the University. The content of such cards shall be agreed to by the University and the Union.

Upon receipt of authorization cards, the University shall begin weekly payroll deductions on the first feasible payroll.

The University shall deduct the actual expense of making the payroll deductions by a deduction from the contributions. Contributions shall be transmitted to the Committee on a monthly basis, after the payroll deductions are made.

Section 5. Columbia University Training Program-

The Mechanic, Head Mechanic and Non-Mechanic training programs will be replaced with the following:

A focused training program for qualified employees based on the University's operational needs will be established. Funding for the program will be **\$65,000 effective on 4/1/2023 and \$70,000 effective on 4/1/2024**. The existing joint labor-management committee will establish selection guidelines and criteria for the program. Such guidelines and criteria will be developed by the University in consultation with TWU Local 241 and will include the following:

### Training Courses

- Pre-approved courses/schools, including applicable courses offered by Con Edison

- All TWU members eligible
- Applicants must successfully complete courses to be eligible for apprenticeship program (see below)

Apprentice/Mentorship Program

If in trade (example: currently Mechanic Trainee (“C Mechanic”))

- Apply to program
- Applications reviewed and selected by labor-management board
- If selected, receive combination of course/mentorship training (skills upgrade to Mechanic or “A Mechanic” level)
- Once training completed, employee will be selected for an available higher level position based on date of training if an aptitude test is passed

If not in trade (example: heavy cleaner)

- Applicant should take training courses in desired field to show aptitude and interest (see “Training Courses” above)
- Apply to program
- If selected, receive combination of course/mentorship training
- Once training completed, employee will be selected for an available higher level position based on date of training if an aptitude test is passed

Mentor Selection to be discussed.

Should the parties be unable to agree upon the selection guidelines, criteria for the program and/or the implementation of the training program, the parties may employ the services of a mediator to be jointly agreed upon. The cost of the mediator will be paid for by the University.

The labor-management committee shall be a standing committee. In the event that the committee is unable to resolve any issues following implementation, the mediator referred to above shall assist the parties in resolving the dispute.

If the parties are unable to agree after mediation, the University will implement its last best offer on any unsettled issues.

Section 6. The employer shall continue to provide a convenient check cashing service.

Section 7. TWU will be assigned coat check work for the following University-wide events assuming they are held in Lerner Hall: University-wide holiday parties, 25<sup>th</sup> Anniversary event, Benefits Expo, Columbia Community Service Events, World Leaders forum events.

**ARTICLE 22 - NO STRIKE--NO LOCKOUT**

It is the intent of the parties that the grievance and arbitration procedures set forth herein shall serve as a means of peaceable settlement of all disputes that may arise between them under this agreement and that, therefore, the University will neither cause nor permit a lockout or other anti-Union action, and that the Union will not engage in a strike, walk-out, slowdown or other curtailment of work during the life of this agreement.

## ARTICLE 23 - CONFORMITY TO LAW

Section 1. Should any part of this agreement be held to be illegal or in violation of any Federal, or State Statute by any court or authorized agency having jurisdiction thereof: The agreement shall be deemed to exclude such part; and the balance of said agreement shall continue to be valid as though the objectionable part has never been included; and the parties will forthwith enter into negotiations for the purpose of eliminating such part by substituting language therefore which does not violate said statute or decision.

Section 2. This agreement shall be superseded by any lawful regulation which is or may be imposed by any governmental authority having jurisdiction in the premises, to the extent that such regulation is in conflict with any of the terms or provisions of this agreement.

## ARTICLE 24 - TERMS OF AGREEMENT

Section 1. This agreement became effective on **April 1, 2022** and remains in force until **March 31, 2025**, and from year to year thereafter provided, however, that should either party desire to terminate this agreement or modify any portion of any of the terms hereof, at the end of such period, it shall notify the other party in writing of its desire not less than sixty (60) days prior to the end of such period.

Section 2. Negotiations upon such proposed changes or amendments of the terms of this agreement specified in such notice shall begin no later than fifty (50) days prior to the expiration date of such period, and shall continue until agreement is reached or until this agreement has been terminated on ten (10) days' notice, as hereinafter provided. During said negotiations, this agreement shall remain in full force and effect, except that during such negotiations subsequent to the expiration date of such period, either party, on ten (10) days' notice to the other, may terminate this agreement. If negotiations result in changes in wages, such changes shall be retroactive to the expiration date of the period with respect to which notice was given pursuant to the first section of this paragraph.

Section 3. This agreement shall be binding upon the successors and assigns to the parties hereto, and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger, sale, transfer or assignment of either party hereto, or affected, modified, altered or changed in any respect whatsoever by any change or any kind in the legal status, ownership or management of either party hereto.

Section 4. This agreement embodies the full terms of the agreements between the University and the Union and may be changed during the term hereof only by mutual agreement in writing between the Union and the University.

Section 5. Modifications to the collective bargaining agreement between the University and Local 241 must be negotiated with, and signed by, the President of Local 241 or his/her designee, and the Vice President for Human Resources or his/her designee.

**IN WITNESS WHEREOF**, the parties hereto have caused these present to be signed in their names and on their behalf by their respective representative thereunto duly authorized on this 1<sup>st</sup> day of April 2022.

THE TRUSTEES OF  
COLUMBIA UNIVERSITY  
IN THE CITY OF NEW  
YORK:

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Daniel Driscoll  
Vice President and Chief  
Human Resources Officer

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Idina Gorman  
Executive Director  
Labor and Employee Relations

TRANSPORT WORKERS  
UNION OF AMERICA,  
AFL-CIO LOCAL UNION  
NO. 241:

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Alex Molina  
President

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Curtis Tate  
International Representative

**EXHIBIT "A"**

<b>Maintenance CFC</b>						
<b>Employees hired after April 1, 2005 (effective 4/1/13)</b>						
		<b>Effective 4/11/2022</b>				
		+ 3.00%				
<b>Job Titles:</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>	
HVAC (CFC):	80.00%	85.00%	90.00%	95.00%	100.00%	
Head HVAC Mechanic (CFC)	\$36.11	\$38.37	\$40.63	\$42.88	\$45.14	
Mechanic HVAC (CFC)	\$31.99	\$33.99	\$35.99	\$37.99	\$39.99	
Assistant Mechanic HVAC (CFC)	\$29.13	\$30.95	\$32.77	\$34.59	\$36.41	
Mechanic Trainee HVAC (CFC)	\$25.66	\$27.27	\$28.87	\$30.48	\$32.08	
Estimator HVAC (CFC)	\$34.04	\$36.17	\$38.30	\$40.42	\$42.55	
<b>Employees hired after April 1, 2005 (effective 4/1/13)</b>						
		<b>Effective 3/27/2023</b>				
		+ 3.00%				
<b>Job Titles:</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>	
HVAC (CFC):	80.00%	85.00%	90.00%	95.00%	100.00%	
Head HVAC Mechanic (CFC)	\$37.20	\$39.52	\$41.84	\$44.17	\$46.49	
Mechanic HVAC (CFC)	\$32.95	\$35.01	\$37.07	\$39.13	\$41.19	
Assistant Mechanic HVAC (CFC)	\$30.00	\$31.88	\$33.75	\$35.63	\$37.50	
Mechanic Trainee HVAC (CFC)	\$26.43	\$28.09	\$29.74	\$31.39	\$33.04	
Estimator HVAC (CFC)	\$35.06	\$37.25	\$39.44	\$41.64	\$43.83	
<b>Employees hired after April 1, 2005 (effective 4/1/13)</b>						
		<b>Effective 4/1/2024</b>				
		+ 3.00%				
<b>Job Titles:</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>	
HVAC (CFC):	80.00%	85.00%	90.00%	95.00%	100.00%	
Head HVAC Mechanic (CFC)	\$38.31	\$40.70	\$43.10	\$45.49	\$47.88	
Mechanic HVAC (CFC)	\$33.94	\$36.06	\$38.18	\$40.30	\$42.43	
Assistant Mechanic HVAC (CFC)	\$30.90	\$32.83	\$34.76	\$36.69	\$38.63	
Mechanic Trainee HVAC (CFC)	\$27.22	\$28.93	\$30.63	\$32.33	\$34.03	
Estimator HVAC (CFC)	\$36.12	\$38.37	\$40.63	\$42.89	\$45.14	

**EXHIBIT “A”**

<b>Maintenance &amp; Custodial Employees</b>			
<b>Employees hired prior to March 26, 1999</b>			
<b>Job Titles:</b>	<b>Effective 4/11/2022</b>	<b>Effective 3/27/2023</b>	<b>Effective 4/1/2024</b>
<b>Audubon Biomedical Science and Technology Park:</b>	<b>3.00%</b>	<b>3.00%</b>	<b>3.00%</b>
Operations Tech	\$56.21	\$57.90	\$59.64
<b>Grounds and Transportation:</b>			
Gardener	\$35.16	\$36.21	\$37.30
Groundskeeper A	\$28.88	\$29.75	\$30.64
Groundskeeper B	\$27.43	\$28.25	\$29.10
Truck Driver A	\$31.90	\$32.86	\$33.85
Truck Driver B	\$30.83	\$31.75	\$32.70
Truck Driver Helper	\$28.88	\$29.75	\$30.64
<b>Mechanical:</b>			
Head Mechanic	\$43.90	\$45.22	\$46.58
Env. Control Tech. – Mechanic	\$45.21	\$46.57	\$47.97
Specialty Mechanic	\$42.53	\$43.81	\$45.12
Estimator	\$41.30	\$42.54	\$43.82
Mechanic A/Mechanic	\$38.76	\$39.92	\$41.12
Mechanic B/Assistant Mechanic	\$35.16	\$36.21	\$37.30
Mechanic C/Mechanic Trainee	\$30.83	\$31.75	\$32.70
Utility Mechanic	\$30.83	\$31.75	\$32.70
Head Laborer	\$33.25	\$34.25	\$35.28
Laborer	\$28.88	\$29.75	\$30.64
Head Locksmith (Licensed)	\$44.93	\$46.28	\$47.67
Locksmith A (Licensed)	\$40.48	\$41.69	\$42.94
Locksmith B (Licensed)	\$36.90	\$38.01	\$39.15
Locksmith C (Licensed)	\$32.56	\$33.54	\$34.55
<b>Power Plant:</b>			
<b>Chief Engineer</b>	<b>\$66.33</b>	<b>\$68.32</b>	<b>\$70.37</b>
Instrument Control Technician	\$56.21	\$57.90	\$59.64
H.T. Electrician	\$42.53	\$43.81	\$45.12
Instrument Controls Mechanic	\$42.53	\$43.81	\$45.12
Watch Engineer	\$61.99	\$63.85	\$65.77
Asst. Watch Engineer	\$48.97	\$50.44	\$51.95
ASME Certified Welder	\$50.53	\$52.05	\$53.61
Head Mechanic	\$43.90	\$45.22	\$46.58
Mechanic A	\$38.76	\$39.92	\$41.12
Mechanic B	\$35.16	\$36.21	\$37.30
Mechanic C	\$30.83	\$31.75	\$32.70
Helper	\$28.88	\$29.75	\$30.64
Licensed Refrigeration Engineer	\$45.06	\$46.41	\$47.80
A/C Absorption & Refrigeration Mechanic	\$42.53	\$43.81	\$45.12
Refrigeration Engineer	\$38.76	\$39.92	\$41.12
Head ECT Mechanic	\$49.56	\$51.05	\$52.58
HVAC Controls Mechanic	\$42.52	\$43.80	\$45.11
HVAC Environmental Controls Technician	\$45.21	\$46.57	\$47.97
Energy Management System Mechanic	\$38.03	\$39.17	\$40.35
HVAC Asst. Controls Mechanic	\$32.83	\$33.81	\$34.82
Lathe Operator	\$42.53	\$43.81	\$45.12
(*) Asbestos Abatement Mechanic	\$39.32	\$40.50	\$41.72
Powerhouse Helper	\$30.51	\$31.43	\$32.37
<b>Service:</b>			
Head Cleaner (Revised)	\$36.56	\$37.60	\$38.67
<b>Senior Heavy Cleaner</b>	<b>\$29.42</b>	<b>\$30.24</b>	<b>\$31.09</b>
<b>Heavy Cleaner (Floater)</b>	<b>\$28.42</b>	<b>\$29.24</b>	<b>\$30.09</b>
Heavy Cleaner	\$27.42	\$28.24	\$29.09

**EXHIBIT “A”**

<b>Maintenance &amp; Custodial Employees</b>					
<b>Employees hired after April 1, 2005</b>					
Effective 4/11/2022					
+ 3.00 %					
<b>Job Titles:</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>
<b>Audubon Biomedical Science and Technology Park:</b>	80.00%	85.00%	90.00%	95.00%	100.00%
Operations Tech	\$44.97	\$47.78	\$50.59	\$53.40	\$56.21
<b>Grounds and Transportation:</b>					
Gardener	\$28.13	\$29.89	\$31.64	\$33.40	\$35.16
Groundskeeper A	\$23.10	\$24.55	\$25.99	\$27.44	\$28.88
Groundskeeper B	\$21.94	\$23.32	\$24.69	\$26.06	\$27.43
Truck Driver A	\$25.52	\$27.12	\$28.71	\$30.31	\$31.90
Truck Driver B	\$24.66	\$26.21	\$27.75	\$29.29	\$30.83
Truck Driver Helper	\$23.10	\$24.55	\$25.99	\$27.44	\$28.88
<b>Mechanical:</b>					
Head Mechanic	\$35.12	\$37.32	\$39.51	\$41.71	\$43.90
Env. Control Tech. – Mechanic	\$36.17	\$38.43	\$40.69	\$42.95	\$45.21
Specialty Mechanic	\$34.02	\$36.15	\$38.28	\$40.40	\$42.53
Estimator	\$33.04	\$35.11	\$37.17	\$39.24	\$41.30
Mechanic A/Mechanic	\$31.01	\$32.95	\$34.88	\$36.82	\$38.76
Mechanic B/Mechanic	\$28.13	\$29.89	\$31.64	\$33.40	\$35.16
Mechanic C/Mechanic Trainee	\$24.66	\$26.21	\$27.75	\$29.29	\$30.83
Utility Mechanic	\$24.66	\$26.21	\$27.75	\$29.29	\$30.83
Head Laborer	\$26.60	\$28.26	\$29.93	\$31.59	\$33.25
Laborer	\$23.10	\$24.55	\$25.99	\$27.44	\$28.88
Head Locksmith (Licensed)	\$35.94	\$38.19	\$40.44	\$42.68	\$44.93
Locksmith A (Licensed)	\$32.38	\$34.41	\$36.43	\$38.46	\$40.48
Locksmith B (Licensed)	\$29.52	\$31.37	\$33.21	\$35.06	\$36.90
Locksmith C (Licensed)	\$26.05	\$27.68	\$29.30	\$30.93	\$32.56
<b>Power Plant:</b>					
<b>Chief Engineer</b>	\$53.06	\$56.38	\$59.70	\$63.01	\$66.33
Instrument Control Technician	\$44.97	\$47.78	\$50.59	\$53.40	\$56.21
H.T. Electrician	\$34.02	\$36.15	\$38.28	\$40.40	\$42.53
Instrument Controls Mechanic	\$34.02	\$36.15	\$38.28	\$40.40	\$42.53
Watch Engineer	\$49.59	\$52.69	\$55.79	\$58.89	\$61.99
Asst. Watch Engineer	\$39.18	\$41.62	\$44.07	\$46.52	\$48.97
ASME Certified Welder	\$40.42	\$42.95	\$45.48	\$48.00	\$50.53
Head Mechanic	\$35.12	\$37.32	\$39.51	\$41.71	\$43.90
Mechanic A	\$31.01	\$32.95	\$34.88	\$36.82	\$38.76
Mechanic B	\$28.13	\$29.89	\$31.64	\$33.40	\$35.16
Mechanic C	\$24.66	\$26.21	\$27.75	\$29.29	\$30.83
Helper	\$23.10	\$24.55	\$25.99	\$27.44	\$28.88
Licensed Refrigeration Engineer	\$36.05	\$38.30	\$40.55	\$42.81	\$45.06
A/C Absorption & Refrigeration Mechanic	\$34.02	\$36.15	\$38.28	\$40.40	\$42.53
Refrigeration Engineer	\$31.01	\$32.95	\$34.88	\$36.82	\$38.76
<b>Service:</b>					
Head Cleaner (Revised)	\$29.25	\$31.08	\$32.90	\$34.73	\$36.56
<b>Senior Heavy Cleaner</b>	\$23.54	\$25.01	\$26.48	\$27.95	\$29.42
<b>Heavy Cleaner (Floater)</b>	\$22.74	\$24.16	\$25.58	\$27.00	\$28.42
Heavy Cleaner	\$21.94	\$23.31	\$24.68	\$26.05	\$27.42

**EXHIBIT “A”**

<b>Maintenance &amp; Custodial Employees</b>					
<b>Employees hired after April 1, 2005</b>	<b>Effective 3/27/2023</b>				
		+ 3.00 %			
<b>Job Titles:</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>
<b>Audubon Biomedical Science and Technology Park:</b>	80.00%	85.00%	90.00%	95.00%	100.00%
Operations Tech	\$46.32	\$49.22	\$52.11	\$55.01	\$57.90
<b>Grounds and Transportation:</b>					
Gardener	\$28.97	\$30.78	\$32.59	\$34.40	\$36.21
Groundskeeper A	\$23.80	\$25.29	\$26.78	\$28.26	\$29.75
Groundskeeper B	\$22.60	\$24.01	\$25.43	\$26.84	\$28.25
Truck Driver A	\$26.29	\$27.93	\$29.57	\$31.22	\$32.86
Truck Driver B	\$25.40	\$26.99	\$28.58	\$30.16	\$31.75
Truck Driver Helper	\$23.80	\$25.29	\$26.78	\$28.26	\$29.75
<b>Mechanical:</b>					
Head Mechanic	\$36.18	\$38.44	\$40.70	\$42.96	\$45.22
Env. Control Tech. – Mechanic	\$37.26	\$39.58	\$41.91	\$44.24	\$46.57
Specialty Mechanic	\$35.05	\$37.24	\$39.43	\$41.62	\$43.81
Estimator	\$34.03	\$36.16	\$38.29	\$40.41	\$42.54
Mechanic A/Mechanic	\$31.94	\$33.93	\$35.93	\$37.92	\$39.92
Mechanic B/Mechanic	\$28.97	\$30.78	\$32.59	\$34.40	\$36.21
Mechanic C/Mechanic Trainee	\$25.40	\$26.99	\$28.58	\$30.16	\$31.75
Utility Mechanic	\$25.40	\$26.99	\$28.58	\$30.16	\$31.75
Head Laborer	\$27.40	\$29.11	\$30.83	\$32.54	\$34.25
Laborer	\$23.80	\$25.29	\$26.78	\$28.26	\$29.75
Head Locksmith (Licensed)	\$37.02	\$39.34	\$41.65	\$43.97	\$46.28
Locksmith A (Licensed)	\$33.35	\$35.44	\$37.52	\$39.61	\$41.69
Locksmith B (Licensed)	\$30.41	\$32.31	\$34.21	\$36.11	\$38.01
Locksmith C (Licensed)	\$26.83	\$28.51	\$30.19	\$31.86	\$33.54
<b>Power Plant:</b>					
<b>Chief Engineer</b>	\$54.66	\$58.07	\$61.49	\$64.90	\$68.32
Instrument Control Technician	\$46.32	\$49.22	\$52.11	\$55.01	\$57.90
H.T. Electrician	\$35.05	\$37.24	\$39.43	\$41.62	\$43.81
Instrument Controls Mechanic	\$35.05	\$37.24	\$39.43	\$41.62	\$43.81
Watch Engineer	\$51.08	\$54.27	\$57.47	\$60.66	\$63.85
Asst. Watch Engineer	\$40.35	\$42.87	\$45.40	\$47.92	\$50.44
ASME Certified Welder	\$41.64	\$44.24	\$46.85	\$49.45	\$52.05
Head Mechanic	\$36.18	\$38.44	\$40.70	\$42.96	\$45.22
Mechanic A	\$31.94	\$33.93	\$35.93	\$37.92	\$39.92
Mechanic B	\$28.97	\$30.78	\$32.59	\$34.40	\$36.21
Mechanic C	\$25.40	\$26.99	\$28.58	\$30.16	\$31.75
Helper	\$23.80	\$25.29	\$26.78	\$28.26	\$29.75
Licensed Refrigeration Engineer	\$37.13	\$39.45	\$41.77	\$44.09	\$46.41
A/C Absorption & Refrigeration Mechanic	\$35.05	\$37.24	\$39.43	\$41.62	\$43.81
Refrigeration Engineer	\$31.94	\$33.93	\$35.93	\$37.92	\$39.92
Head ECT Engineer	\$40.84	\$43.39	\$45.95	\$48.50	\$51.05
HVAC Control Mechanic	\$35.04	\$37.23	\$39.42	\$41.61	\$43.80
HVAC Environmental Controls Technician	\$37.26	\$39.58	\$41.91	\$44.24	\$46.57
Energy Management System Mechanic	\$31.34	\$33.29	\$35.25	\$37.21	\$39.17
HVAC Asst. Controls Mechanic	\$27.05	\$28.74	\$30.43	\$32.12	\$33.81
Lathe Operator	\$35.05	\$37.24	\$39.43	\$41.62	\$43.81
(*) Asbestos Abatement Mechanic	\$32.40	\$34.43	\$36.45	\$38.48	\$40.50
Powerhouse Helper	\$25.14	\$26.72	\$28.29	\$29.86	\$31.43
<b>Service:</b>					
Head Cleaner (Revised)	\$30.08	\$31.96	\$33.84	\$35.72	\$37.60
<b>Senior Heavy Cleaner</b>	\$24.19	\$25.70	\$27.22	\$28.73	\$30.24
<b>Heavy Cleaner (Floater)</b>	\$23.39	\$24.85	\$26.32	\$27.78	\$29.24
Heavy Cleaner	\$22.59	\$24.00	\$25.42	\$26.83	\$28.24

**EXHIBIT “A”**

<b>Maintenance &amp; Custodial Employees</b>					
<b>Employees hired after April 1, 2005</b>		<b>Effective 4/1/2024</b>			
		+ 3.00 %			
<b>Job Titles:</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>
<b>Audubon Biomedical Science and Technology Park:</b>	80.00%	85.00%	90.00%	95.00%	100.00%
Operations Tech	\$47.71	\$50.69	\$53.68	\$56.66	\$59.64
<b>Grounds and Transportation:</b>					
Gardener	\$29.84	\$31.71	\$33.57	\$35.44	\$37.30
Groundskeeper A	\$24.51	\$26.04	\$27.58	\$29.11	\$30.64
Groundskeeper B	\$23.28	\$24.74	\$26.19	\$27.65	\$29.10
Truck Driver A	\$27.08	\$28.77	\$30.47	\$32.16	\$33.85
Truck Driver B	\$26.16	\$27.80	\$29.43	\$31.07	\$32.70
Truck Driver Helper	\$24.51	\$26.04	\$27.58	\$29.11	\$30.64
<b>Mechanical:</b>					
Head Mechanic	\$37.26	\$39.59	\$41.92	\$44.25	\$46.58
Env. Control Tech. – Mechanic	\$38.38	\$40.77	\$43.17	\$45.57	\$47.97
Specialty Mechanic	\$36.10	\$38.35	\$40.61	\$42.86	\$45.12
Estimator	\$35.06	\$37.25	\$39.44	\$41.63	\$43.82
Mechanic A/Mechanic	\$32.90	\$34.95	\$37.01	\$39.06	\$41.12
Mechanic B/Mechanic	\$29.84	\$31.71	\$33.57	\$35.44	\$37.30
Mechanic C/Mechanic Trainee	\$26.16	\$27.80	\$29.43	\$31.07	\$32.70
Utility Mechanic	\$26.16	\$27.80	\$29.43	\$31.07	\$32.70
Head Laborer	\$28.22	\$29.99	\$31.75	\$33.52	\$35.28
Laborer	\$24.51	\$26.04	\$27.58	\$29.11	\$30.64
Head Locksmith (Licensed)	\$38.14	\$40.52	\$42.90	\$45.29	\$47.67
Locksmith A (Licensed)	\$34.35	\$36.50	\$38.65	\$40.79	\$42.94
Locksmith B (Licensed)	\$31.32	\$33.28	\$35.24	\$37.19	\$39.15
Locksmith C (Licensed)	\$27.64	\$29.37	\$31.10	\$32.82	\$34.55
<b>Power Plant:</b>					
<b>Chief Engineer</b>	\$56.30	\$59.81	\$63.33	\$66.85	\$70.37
Instrument Control Technician	\$47.71	\$50.69	\$53.68	\$56.66	\$59.64
H.T. Electrician	\$36.10	\$38.35	\$40.61	\$42.86	\$45.12
Instrument Controls Mechanic	\$36.10	\$38.35	\$40.61	\$42.86	\$45.12
Watch Engineer	\$52.62	\$55.90	\$59.19	\$62.48	\$65.77
Asst. Watch Engineer	\$41.56	\$44.16	\$46.76	\$49.35	\$51.95
ASME Certified Welder	\$42.89	\$45.57	\$48.25	\$50.93	\$53.61
Head Mechanic	\$37.26	\$39.59	\$41.92	\$44.25	\$46.58
Mechanic A	\$32.90	\$34.95	\$37.01	\$39.06	\$41.12
Mechanic B	\$29.84	\$31.71	\$33.57	\$35.44	\$37.30
Mechanic C	\$26.16	\$27.80	\$29.43	\$31.07	\$32.70
Helper	\$24.51	\$26.04	\$27.58	\$29.11	\$30.64
Licensed Refrigeration Engineer	\$38.24	\$40.63	\$43.02	\$45.41	\$47.80
A/C Absorption & Refrigeration Mechanic	\$36.10	\$38.35	\$40.61	\$42.86	\$45.12
Refrigeration Engineer	\$32.90	\$34.95	\$37.01	\$39.06	\$41.12
Head ECT Engineer	\$42.06	\$44.69	\$47.32	\$49.95	\$52.58
HVAC Control Mechanic	\$36.09	\$38.34	\$40.60	\$42.85	\$45.11
HVAC Environmental Controls Technician	\$38.38	\$40.77	\$43.17	\$45.57	\$47.97
Energy Management System Mechanic	\$32.28	\$34.30	\$36.32	\$38.33	\$40.35
HVAC Asst. Controls Mechanic	\$27.86	\$29.60	\$31.34	\$33.08	\$34.82
Lathe Operator	\$36.10	\$38.35	\$40.61	\$42.86	\$45.12
(* Asbestos Abatement Mechanic	\$33.38	\$35.46	\$37.55	\$39.63	\$41.72
Powerhouse Helper	\$25.90	\$27.51	\$29.13	\$30.75	\$32.37
<b>Service:</b>					
Head Cleaner (Revised)	\$30.94	\$32.87	\$34.80	\$36.74	\$38.67
<b>Senior Heavy Cleaner</b>	\$24.87	\$26.43	\$27.98	\$29.54	\$31.09
<b>Heavy Cleaner (Floater)</b>	\$24.07	\$25.58	\$27.08	\$28.59	\$30.09
Heavy Cleaner	\$23.27	\$24.73	\$26.18	\$27.64	\$29.09

**EXHIBIT “A”**

	Effective 4/11/2022				
	+ 3.00%				
<b>MANHATTANVILLE POSITIONS</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>
	80.00%	85.00%	90.00%	95.00%	100.00%
Head Refrigeration Control Engineer	\$43.73	\$46.46	\$49.19	\$51.93	\$54.66
Refrigeration Control Engineer - Level 3	\$40.86	\$43.42	\$45.97	\$48.53	\$51.08
Refrigeration Control Engineer - Level 2	\$38.74	\$41.16	\$43.58	\$46.00	\$48.42
Refrigeration Control Engineer - Level 1	\$36.95	\$39.26	\$41.57	\$43.88	\$46.19
Control Engineer - Level 2	\$37.96	\$40.33	\$42.71	\$45.08	\$47.45
Control Engineer - Level 1	\$36.17	\$38.43	\$40.69	\$42.95	\$45.21
Head Service Mechanic	\$35.12	\$37.32	\$39.51	\$41.71	\$43.90
Service Mechanic - Level 3	\$34.02	\$36.14	\$38.27	\$40.39	\$42.52
Service Mechanic - Level 2	\$31.01	\$32.95	\$34.88	\$36.82	\$38.76
Service Mechanic - Level 1	\$28.13	\$29.89	\$31.64	\$33.40	\$35.16
Head Plumber	\$36.72	\$39.02	\$41.31	\$43.61	\$45.90
Plumber - Level 2	\$32.72	\$34.77	\$36.81	\$38.86	\$40.90
Plumber - Level 1	\$30.52	\$32.43	\$34.34	\$36.24	\$38.15
Head Electrician	\$40.29	\$42.81	\$45.32	\$47.84	\$50.36
Senior Electrician - Level 2	\$38.01	\$40.38	\$42.76	\$45.13	\$47.51
Senior Electrician - Level 1	\$36.02	\$38.28	\$40.53	\$42.78	\$45.03
Electrician	\$34.02	\$36.15	\$38.28	\$40.40	\$42.53
Assistant Electrician	\$29.18	\$31.01	\$32.83	\$34.66	\$36.48
Groundskeeper	\$26.21	\$27.85	\$29.48	\$31.12	\$32.76

	Effective 3/27/2023				
	+ 3.00%				
<b>MANHATTANVILLE POSITIONS</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>
	80.00%	85.00%	90.00%	95.00%	100.00%
Head Refrigeration Control Engineer	\$45.04	\$47.86	\$50.67	\$53.49	\$56.30
Refrigeration Control Engineer - Level 3	\$42.09	\$44.72	\$47.35	\$49.98	\$52.61
Refrigeration Control Engineer - Level 2	\$39.90	\$42.39	\$44.88	\$47.38	\$49.87
Refrigeration Control Engineer - Level 1	\$38.06	\$40.44	\$42.82	\$45.20	\$47.58
Control Engineer - Level 2	\$39.10	\$41.54	\$43.98	\$46.43	\$48.87
Control Engineer - Level 1	\$37.26	\$39.58	\$41.91	\$44.24	\$46.57
Head Service Mechanic	\$36.18	\$38.44	\$40.70	\$42.96	\$45.22
Service Mechanic - Level 3	\$35.04	\$37.23	\$39.42	\$41.61	\$43.80
Service Mechanic - Level 2	\$31.94	\$33.93	\$35.93	\$37.92	\$39.92
Service Mechanic - Level 1	\$28.97	\$30.78	\$32.59	\$34.40	\$36.21
Head Plumber	\$37.82	\$40.19	\$42.55	\$44.92	\$47.28
Plumber - Level 2	\$33.70	\$35.81	\$37.92	\$40.02	\$42.13
Plumber - Level 1	\$31.43	\$33.40	\$35.36	\$37.33	\$39.29
Head Electrician	\$41.50	\$44.09	\$46.68	\$49.28	\$51.87
Senior Electrician - Level 2	\$39.15	\$41.60	\$44.05	\$46.49	\$48.94
Senior Electrician - Level 1	\$37.10	\$39.42	\$41.74	\$44.06	\$46.38
Electrician	\$35.05	\$37.24	\$39.43	\$41.62	\$43.81
Assistant Electrician	\$30.06	\$31.93	\$33.81	\$35.69	\$37.57
Groundskeeper	\$26.99	\$28.68	\$30.37	\$32.05	\$33.74

	Effective 4/1/2024				
	+ 3.00%				
<b>MANHATTANVILLE POSITIONS</b>	<b>Hire Rate</b>	<b>1 Year Anniv</b>	<b>2 Year Anniv</b>	<b>3 Year Anniv</b>	<b>4 Year Anniv</b>
	80.00%	85.00%	90.00%	95.00%	100.00%
Head Refrigeration Control Engineer	\$46.39	\$49.29	\$52.19	\$55.09	\$57.99
Refrigeration Control Engineer - Level 3	\$43.35	\$46.06	\$48.77	\$51.48	\$54.19
Refrigeration Control Engineer - Level 2	\$41.10	\$43.66	\$46.23	\$48.80	\$51.37
Refrigeration Control Engineer - Level 1	\$39.21	\$41.66	\$44.11	\$46.56	\$49.01
Control Engineer - Level 2	\$40.27	\$42.79	\$45.31	\$47.82	\$50.34
Control Engineer - Level 1	\$38.38	\$40.77	\$43.17	\$45.57	\$47.97
Head Service Mechanic	\$37.26	\$39.59	\$41.92	\$44.25	\$46.58
Service Mechanic - Level 3	\$36.09	\$38.34	\$40.60	\$42.85	\$45.11
Service Mechanic - Level 2	\$32.90	\$34.95	\$37.01	\$39.06	\$41.12
Service Mechanic - Level 1	\$29.84	\$31.71	\$33.57	\$35.44	\$37.30
Head Plumber	\$38.96	\$41.40	\$43.83	\$46.27	\$48.70
Plumber - Level 2	\$34.71	\$36.88	\$39.05	\$41.22	\$43.39
Plumber - Level 1	\$32.38	\$34.40	\$36.42	\$38.45	\$40.47
Head Electrician	\$42.74	\$45.42	\$48.09	\$50.76	\$53.43
Senior Electrician - Level 2	\$40.33	\$42.85	\$45.37	\$47.89	\$50.41
Senior Electrician - Level 1	\$38.22	\$40.60	\$42.99	\$45.38	\$47.77
Electrician	\$36.10	\$38.35	\$40.61	\$42.86	\$45.12
Assistant Electrician	\$30.96	\$32.90	\$34.83	\$36.77	\$38.70
Groundskeeper	\$27.80	\$29.54	\$31.28	\$33.01	\$34.75

<b>SCHEDULE B</b>			
<b>APPRENTICESHIP PROGRAM RATE STRUCTURE</b>	<b>HOURLY RATE</b>	<b>HOURLY RATE</b>	<b>HOURLY RATE</b>
	<b>Effective 4/11/2022</b>	<b>Effective 3/27/2023</b>	<b>Effective 4/1/2024</b>
	3.0%	3.0%	3.0%
Maintenance Worker - Level 2	\$29.56	\$30.45	\$31.63
Maintenance Worker - Level 1	\$27.95	\$28.79	\$29.65
Apprentice – Level 3	\$24.71	\$25.45	\$26.21
Apprentice – Level 2	\$21.23	\$21.87	\$22.53
Apprentice – Level 1	\$19.50	\$20.09	\$20.69

## **EXHIBIT "B"**

### **RELEASE TIME**

The following sets forth the policy concerning release time and payment to Union Officials, Shop Stewards and members for time spent away from work:

1. Time Off With Pay--

- (a) As per Article I, Section 5 of the Contract, Union Shop Stewards shall be released for a maximum of two (2) hours off with pay, each month, to attend union meetings. There shall be a maximum of two (2) such meetings per month... The unused time shall not accrue from month to month.
- (b) Stewards shall be paid for time away from work to represent grievants from their respective departments in Steps 1, 2 and 3 of the Grievance Procedure.
- (c) The Local President and Union Officials shall be paid for time absent from work to present grievances in Steps 2 and 3 of the Grievance Procedure at the request of the steward or aggrieved member in the department in which the grievance arose.
- (d) Union members shall be paid for time spent in meetings requested by the University.

2. Time Off Without Pay--

- (a) Time spent in the transaction of business which is unrelated to the functioning of the University such as time spent at the Union's International or Local Office.
- (b) Time spent in arbitration hearings.
- (c) Time spent in contract negotiations.

Where the Union Shop Steward or Union Official, in his/her official capacity, needs to leave the work place to attend to any union business he/she will, after obtaining his/her supervisor's permission to leave, punch out.

In all the above instances if the Employee, Shop Steward or Union Official requires time off (with or without pay), he/she must give his/her supervisor at least 24 hours notice of such meetings. Approval for granting time off regardless of whether such time off is to be with or without pay, shall be determined by management based on the operating needs of the Department.

Paid or unpaid time shall be counted towards the 40 hour requirement beyond which the sixth and seventh day premiums are paid under Article 6, Section 3.

## **EXHIBIT "C"**

### **SAME-SEX DOMESTIC PARTNER MEDICAL COVERAGE**

You may cover your same-sex domestic partner (and his or her children, if any) under the Medical Plan, if:

- he or she is not related to you by blood;
- he or she is not eligible for coverage through Columbia as an employee;
- you and your partner have lived together in a committed personal relationship for at least six consecutive months, and you expect to continue living together in a personal relationship where you have joint and reciprocal financial responsibilities;
- you present two forms of documentation showing your shared financial responsibilities, such as:
  - .a joint lease or mortgage;
  - .a joint bank account statement;
  - .joint ownership of a motor vehicle;
  - .designation of your partner as the primary beneficiary of your will;
  - .designation of your partner as your beneficiary for your life insurance or retirement benefits;
  - .assignment of power of attorney to your partner; or,
  - .registration in New York City's Domestic Partnership Registration Program.

Under IRS regulations, you must pay the monthly payroll contributions for your partner's portion of the coverage on an after-tax basis. In addition, under law, the amount that the University pays towards your partner's coverage will count as taxable income.

## EXHIBIT "D"

To: See Distribution  
From: Richard W. Robben  
Director of Physical Plant

Management shall determine the use of beeper coverage based on the operational needs of the department. Employees required to provide this coverage shall be governed by the following policies:

1. Pay--
  - . For seven (7) days coverage--eight (8) hours straight time.
  - . Less than seven (7) days coverage shall be pro-rated based on straight time.
2. Employees may bank no more than two (2) days of beeper time which may be taken with mutual agreement by Management and Employee. Three days prior notification by the Employee shall be required. Banked beeper time can only be used in the current year and cannot be carried over into the next. Unused beeper days will be paid at the end of each year.
3. For areas and shops where it is not operationally necessary for beeper coverage, a call-up system will be used. Such call-in will be based on a rotating call-up list of Mechanics qualified to perform the work. The call-up list will be supplied and updated by the union. In the event the University is unable to contact a qualified member of the bargaining unit in an emergency situation, Management may call in an outside contractor.
4. Any Mechanic on call who does not respond to a page will not be paid for the week's beeper coverage.
5. Mechanics will not receive mileage or carfare for beeper coverage.
6. Mechanics responding to emergency calls under this letter will receive a minimum of four (4) hours overtime.
7. The policy pertains to the Physical Plant department of Facilities Management-Morningside.
8. This policy is effective January 15, 1993.

Distribution: Supervisors, Heads, Shop Stewards

## EXHIBIT E

### TWU Employee Monthly Medical Contributions

Effective 1/1/23	<b><u>Choice Plus 80 EE Contribution All Employees</u></b>	<b><u>Choice In-Network EE Contribution Employees Hired After 4/1/2013</u></b>	<b><u>Choice In-Network EE Contribution Employees Hired Before 4/1/2013</u></b>
Employee only	\$20.00	\$45.00	\$25.00
Employee + Spouse	\$25.00	\$72.50	\$38.75
Employee + Child(ren)	\$22.50	\$67.50	\$36.25
Family	\$45.00	\$95.00	\$50.00
Effective 1/1/24	<b><u>Choice Plus 80 EE Contribution All Employees</u></b>	<b><u>Choice In-Network EE Contribution Employees Hired After 4/1/2013</u></b>	<b><u>Choice In-Network EE Contribution Employees Hired Before 4/1/2013</u></b>
Employee only	\$25.00	\$50.00	\$30.00
Employee + Spouse	\$30.00	\$77.50	\$43.75
Employee + Child(ren)	\$27.00	\$72.50	\$41.25
Family	\$55.00	\$100.00	\$55.00
Effective 1/1/25	<b><u>Choice Plus 80 EE Contribution All Employees</u></b>	<b><u>Choice In-Network EE Contribution Employees Hired After 4/1/2013</u></b>	<b><u>Choice In-Network EE Contribution Employees Hired Before 4/1/2013</u></b>
Employee only	\$30.00	\$55.00	\$35.00
Employee + Spouse	\$35.00	\$82.50	\$48.75
Employee + Child(ren)	\$32.00	\$77.50	\$46.25
Family	\$65.00	\$105.00	\$60.00

**EXHIBIT "F"**

**GRIEVANCE FORM**

**TRANSPORT WORKERS UNION OF AMERICA  
LOCAL 241 GRIEVANCE FORM**

<b>Grievant Name:</b>	<b>Date:</b>
<b>Job Title:</b>	<b>Work Location:</b>
<b>Summary of Grievance:</b>	
Use additional paper if needed.	

<b>Contract provision(s) violated:</b>
Use additional paper if needed.
<b>Remedy Sought:</b>
Use additional paper if needed.

<b>Member's Signature:</b>	<b>Date:</b>

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
Steward: (SIGNATURE)	Steward: (SIGNATURE)	Steward:
Received By: (PRINT)	Received By: (PRINT)	Faxed on:
Date:	Date:	Date:
Time:	Time:	Time:
Action Taken:	Action Taken:	
Date:	Date:	

\*Attach all relevant documentation to this form when responding.

<b>INFORMATION REQUEST SECTION (FOR STEP 2 USE ONLY):</b>	<b>Provided</b>	<b>Confidential</b>	<b>Non-Relevant</b>	<b>Date</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**One Copy Each to:**       Management       Member       Union Office

March 20, 1996, **Revised: April 7, 2022**

Mr. Samuel Delgado  
President  
Local 241-TWU  
Columbia University  
Box 23 Central Mailroom

Dear Sam:

The following restates Columbia University's policy regarding post mortem pay which will continue to apply to members of the Local 241 bargaining unit as long as it is in effect.

"In the event of the death of a regular (full-time and part-time) supporting staff employee, the base salary is continued for a period of **forty-four** working days following the date of death... Any unused accrued vacation and floating holidays at the time of death will be paid in addition to post-mortem pay."

Sincerely,

Colleen Crooker  
Vice President  
Human Resources

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

HUMAN RESOURCES

May 9, 1997

Mr. Samuel Delgado, President  
Transport Workers Union of America. Local 241  
Box 23 – Central Mail Department  
Columbia University  
New York, NY 10027

Re: Disability Retirement Fund

Dear Sam,

The following is our agreement for implementing the Disability Retirement Fund established in the collective bargaining agreements between Columbia University and TWU Local 241:

1. At the end of every contract year, the parties will review the list of all TWU members who have retired on a disability and who have elected to continue their health benefits under COBRA. The total amount paid by each employee in the prior contract year will be considered in the review.
2. For the October 1995 – September 1996 contract year, the maximum monthly benefit payable to each eligible employee will be twenty-five dollars (\$25.00). For the October 1996 – September 1997 contract year, the parties anticipate that the same maximum benefit will be payable; however, the parties may by agreement change the maximum based upon the number of eligible employees and the amount of COBRA payments made as compared to the available fund balance. For the October 1997 – November 1998 contract year, the parties will determine the anticipated maximum in October 1997.
3. Employees who have expended less than the maximum monthly benefit amount in months for which they are eligible will receive full reimbursement. Employees who have expended more than the maximum monthly benefit amount in months for which they are eligible will be limited to the maximum monthly benefit.

4. Funds not expended in one contract year will be carried over into the subsequent contract year.
5. The list of eligible employees, amount of reimbursement for the October 1995 – September 1996 contract year, and carry-over for the current contract year is attached.

If the foregoing is acceptable to the Union, please sign one copy of this letter and return it to me.

Sincerely,

David M. Cohen  
Director, Compensation, Benefits Planning and Labor Relations

AGREED:

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Samuel Delgado, President  
TWU Local 241

cc: Colleen Crooker

Mr. Samuel Delgado, President  
Transport Workers Union of America, Local 241  
Box 23 - Central Mail Department  
Columbia University  
New York, NY 10027

Re: Heavy Cleaner job description

Dear Sam,

This will confirm our mutual understanding and intention with respect to implementation of the new Heavy Cleaner job description:

1. **WINDOW WASHING:** Window washing shall be done with the appropriate contract differential (Article 6, Section 4(f)) in accordance with current practice.
2. **REMOVAL OF ICE AND SNOW; DE-ICE:** The University will seek volunteers by Departmental list to perform these duties before requiring any employee to do them. Employees will not be permitted or required to perform these duties if doing so would be injurious to their health and safety. Employees performing these duties will receive the differential provided in Article 6, Section 4 (e). Proper foul weather gear will be provided in accordance with the agreement.
3. **RELAMPING:** Heavy Cleaners will perform spot relamping. Heavy Cleaners will not perform major relamping projects unless it is under the direction of the Mechanical Shop(s), and then either (1) the employee will not be required to complete the normal routine that day pro rata for the time spent on the relamping, or (2) the employee will be granted an equivalent amount of overtime in order to complete the normal routine.
4. **SPECIAL EVENTS:** Heavy Cleaners will set up and break down meeting rooms. When a Heavy Cleaner is assigned to set up or break down a room outside of the employee's normal routine, then either (1) the employee will not be required to complete the normal routine that day pro rata for the time spent on the special event, or (2) the employee will be granted an equivalent amount of overtime in order to complete the normal routine. Such assignments shall not be considered "special jobs" for purposes of Article 6, Section 3(i).

Sincerely,

David M. Cohen  
Director - Employee and Labor Relations

AGREED:

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Sam Delgado, President

September 17, 1998

Mr. Samuel Delgado, President  
Transport Workers Union of America, Local 241  
Box 23 - Central Mail Department  
Columbia University  
New York, NY 10027

Re: Health Benefits

Dear Sam,

This will confirm our discussion about how long an employee on leave continues to receive health benefits.

Each benefit plan provides for the termination of coverage at the time that an employee goes on an unpaid leave of absence, unless the employee pays the required premiums during the approved period of the leave. This covers medical, dental, optical, USA, and tuition exemption benefits. Life insurance coverage continues for up to 12 months during an approved leave; thereafter the employee must pay the premiums.

Coverage for health benefits ends on the last day of the calendar month in which the unpaid leave begins. The employee is notified by Human Resources about the cost and procedure for continuing benefits during the remainder of the unpaid leave.

The exception to this rule is for an employee on Family and Medical Leave under the University's policy and the Family and Medical Leave Act. Coverage for an eligible employee continues for the first 12 weeks of FMLA leave (paid and/or unpaid), and ends on the last day of the calendar month during which the leave expires. (While on FMLA leave, the employee must make any required employee contributions, whether the employee receives pay from the University, other benefits in lieu of pay, or no pay or other benefits in lieu of pay.)

Specifically with regard to an employee on extended sick leave, disability, or workers' compensation, the employee's coverage terminates on the last day of the month during which the FMLA leave expires OR the last day of the month during which the employee stops receiving pay from the University, whichever is later. State disability and workers' compensation benefits are not pay from the University, and employees do not receive health benefits even if they are receiving those payments after the FMLA leave expires. Sick leave payments by the University pursuant to the collective bargaining agreement are pay from the University, and benefits continue so long as the employee continues to receive such payments, even after the expiration of FMLA leave (again, provided the employee makes any required employee contributions).

I hope that this information clarifies the University's policies in this matter.

Sincerely,

David M. Cohen  
Director - Employee and Labor Relations

Cc: Mary Ann Meeker

September 17, 1998

Mr. Samuel Delgado, President  
Transport Workers Union of America, Local 241  
Box 23 - Central Mail Department  
Columbia University  
New York, NY 10027

Re: Pension Credit

Dear Sam,

This will confirm the status of pension credits for union officials who are members of TWU Local 241 and employees of Columbia University, and who take time off to perform union business.

An employee who goes on an unpaid leave of absence or otherwise goes into a zero salary status would not receive credited service for the period of the leave. This would reduce the total service used to compute the final pension under both of the pension formulae used in the TWU plan. There is one exception to this rule: up to six months of unpaid leave in any three-year period will be included in service. (An example of this would be an employee who took a two-year leave of absence to work as a full-time union officer. Only six months of this time would be credited, provided that the employee has not taken more than six months in any three-year period.)

An employee who takes occasional time off, but who remains in an active status and continues to work as a regular employee, would not lose credited service. Therefore, his/her pension would not be affected. (An example of the kind of absence which would not affect credited service is a shop steward who requests two hours off to attend a grievance meeting, but who otherwise works the balance of the day.)

I hope that this information is responsive to your question.

Sincerely,

David M. Cohen  
Director - Employee and Labor Relations

Cc: Mary Ann Meeker

June 24, 2002

Mr. Samuel Delgado, President  
Transport Workers Union of America, Local 241  
Box 23 - Central Mail Department  
Columbia University  
New York, NY 10027

Dear Sam,

The University has in the past made temporary provisions for maintenance and custodial staff to park, or provided locations where vehicles maybe left on campus, for a very limited period of time and for a very limited number of TWU personnel, i.e. when called in from home during nights, weekend and holidays for emergencies. In recognition of the effort our TWU personnel make to respond to emergencies and callbacks, the University recognizes and desires to continue this privilege, when feasible; subject to the availability of parking sites, approval of our security department, and the TWU members' supervisors requesting the need for temporary parking in advance.

Sincerely,

David M. Cohen  
Assistant Vice President – Employee and Labor Relations

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK  
HUMAN RESOURCES

Samuel Delgado  
President  
TWU, Local 241 AFL-CIO  
Box 23  
Central Mail Room  
Columbia University  
New York, N.Y. 10025

November 11, 2002

**Re: Article VI, Wages & Scheduling, Section 3 (b)**  
*(Maintenance and Custodial Employees)*  
*(Security)*

Dear Sam:

The following outlines our agreement with respect to payment for the sixth and seventh day of the work week:

***An employee who works his/her five regularly scheduled work days of the work week, or a holiday or scheduled vacation day occurs on any of the five regularly scheduled work days, will receive pay for assigned work on the sixth and/or seventh day of the work week, as follows:***

1. An employee who reports for a sixth shift or work day in a work week will receive time and one-half for all hours worked, except as provided below.
2. An employee who reports for a seventh shift or work day in a work week will receive double time for all hours worked.
3. An employee who reports to work on a sixth day and works a double shift (16 consecutive hours) will receive time and one-half for the first 8 hours and double time for the second 8 hours.
4. An employee who works less than a double shift (less than 16 consecutive hours) which overlaps the sixth and seventh days in the work week will receive time and one-half for all hours worked. The employee will receive double time for all hours worked if he/she reports for an additional shift or assignment on the seventh day.

OFFICE OF EMPLOYEE AND LABOR RELATIONS

1220 Interchurch Center Mail Code 7710 475 Riverside Drive New York, NY 10115 212-870-2801 Fax 212-870-2810

The above supersedes any prior agreement, understanding, memoranda or past practice.

WHEREAS, COLUMBIA UNIVERSITY and TRANSPORT WORKERS UNION LOCAL 241 have been for many years and continue to be parties to a collective bargaining relationship; and

WHEREAS, the current collective bargaining agreement expires on March 31, 2005; and

WHEREAS, COLUMBIA UNIVERSITY has for many months been reviewing its current management structure in an attempt to more efficiently organize its operations; and

WHEREAS, COLUMBIA UNIVERSITY has announced its intention to consolidate several management positions within its existing management structure; and

WHEREAS, this consolidation will not effect a loss of any job for any current member of LOCAL 241; and

WHEREAS, the above described management reorganization will not effect an involuntary change in job assignment for any members of LOCAL 241; and

WHEREAS, COLUMBIA UNIVERSITY'S management reorganization will include placing Health Sciences Housing and Audubon Park under the umbrella of Facilities Management-Health Science, and University Residence Halls and Lerner Hall under the umbrella of Management Facilities-Morningside, respectively; and

WHEREAS, COLUMBIA UNIVERSITY'S management reorganization will include the expansion of Audubon Park's service needs, over time to include additional buildings; and

WHEREAS, this management reorganization/expansion necessitates agreement on implementing language consistent with the current collective bargaining agreement with Local 241.

NOW THEREFORE,

1. The parties agree to suspend, for the current term of the collective bargaining agreement, Article 7, section 15.
2. COLUMBIA UNIVERSITY agrees that LOCAL 241 employees will continue to be assigned to their present work locations and shifts.
3. COLUMBIA UNIVERSITY anticipates the creation of Watch Engineer and other maintenance and custodial positions in a third Audubon building to be opened later this year. Said positions will be posted in accordance with the collective bargaining agreement.
4. Current University Residence Halls, Bard Hall, Audubon and Lerner Hall employees will pick

vacation separately from Facilities Management on the Health Sciences and main campuses.

5. Employees hired on or after July 1, 2003 will pick vacations on a Facilities Management department-wide basis on each campus, regardless of building assignment.

6. None of the above provisions affect, in any manner or form, Security Officers represented by LOCAL 241.

7. Current locker room locations will remain as they are, but may be moved in accordance with operational needs.

8. COLUMBIA UNIVERSITY retains the right to provide different uniforms for affected employees.

9. COLUMBIA UNIVERSITY will not lay off any current LOCAL 241 members as the result of this management reorganization, or the suspension of Article 7, Section 15.

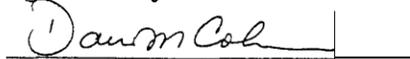
10. COLUMBIA UNIVERSITY anticipates that the result of the management reorganization and expansion of the facilities at Audubon Park will be numerous promotion opportunities for members of LOCAL 241. COLUMBIA UNIVERSITY will continue its policy of awarding promotions to the most qualified candidates, with seniority being respected, as provided by the collective bargaining agreement.

11. COLUMBIA UNIVERSITY will continue to respect LOCAL 241's members' seniority as regards overtime.

12. Any changes in paragraphs 1 or 2 will be made in accordance with the collective bargaining agreement between LOCAL 241 and COLUMBIA UNIVERSITY. All other provisions of the collective bargaining agreement will remain in full force and effect. Any disputes arising from the interpretation and application of this agreement or the terms thereof shall be resolved under the grievance and arbitration procedures of the collective bargaining agreement.

June 23, 2003

Agreed to by Columbia University:



By: **David M. Cohen**  
Assistant V.P. Labor Relations

Agreed to by TWU Local 241:



By: **Sam Delgado**  
President

## SIDE LETTER

The heavy cleaner working outside at CUMC will receive \$500 differential per year and will be provided with winter attire.

MEMORANDUM OF AGREEMENT dated this 29<sup>th</sup> day of October, 2015, by and between Columbia University (“University”) and Transport Workers Union Local 241 (“Union”) regarding Columbia University Manhattanville Campus (“CUMVC”).

WHEREAS, the University and the Union are parties to a Collective Bargaining Agreement for maintenance and custodial employees which is effective from April 1, 2013 through March 31, 2016 (“CBA”); and

WHEREAS, Central Energy Plant (“CEP”) & Jerome L. Greene Science Center (“JLG Science Center”) the CEP & JLG Science Center are scheduled to open in 2016; and

WHEREAS, the parties desire to memorialize their agreement with respect to CUMVC and the creation of new job classifications, organizational structure and apprenticeship program applicable to the CEP & JLG Science Center and such other locations as to which the parties may hereafter expressly agree in writing; now therefore

IT IS HEREBY AGREED THAT:

1. The following classifications are recognized at CEP & JLG Science Center:

a. Electrical & Fire Life Safety

Head Electrician  
Senior Electrician 2  
Senior Electrician 1  
Electrician  
Assistant Electrician

b. Plumbing

Head Plumber  
Plumber 2  
Plumber 1

c. Mechanical

Head Service Mechanic  
Service Mechanic 3  
Service Mechanic 2  
Service Mechanic 1

d. District Energy System

Chief Engineer  
District Energy System Engineer 2  
District Energy System Engineer 1  
Plant Operations Engineer

e. Refrigeration Control System

Head Refrigeration Control Engineer  
Refrigeration Control Engineer 3  
Refrigeration Control Engineer 2

Refrigeration Control Engineer 1  
Control Engineer 2  
Control Engineer 1

2. The wage rate for each classification is set forth in Schedule A. The new hire progression under Article 6 of the CBA shall apply.
3. Level advancement within classification requires successful completion of years of service, necessary certifications, and passes skills assessment.
4. Job descriptions for these classifications have been provided to the Union.
5. Initial Positions:
  - a. The University shall post initial positions on or about November/December 2015.
  - b. Departmental Seniority shall inform promotions and transfers for employees from Morningside or the Medical Center, unless ability to perform the job and employment records are not significantly equal.
  - c. The requirement that applicants possess all certifications applicable to the position for which they are applying is suspended during the hiring to fill Initial Positions at CPE & JLG Science Center. Instead, successful applicants shall serve a probationary period of four (4) months during which the successful applicant must obtain all certifications required for their classification. For internal CU applicants, if the employee fails to obtain such certifications, he/she shall be returned to his/her former position unless the parties expressly agree to a written extension of the period during which such certifications must be obtained. External applicants who fail to obtain such certifications will be released from employment. The University's failure or refusal to agree on an extension shall not be subject to the grievance or arbitration procedure of the CBA.
6. Future Operational Vacancies
  - a. Vacancies shall be posted in accordance with the CBA.
  - b. Level advancement within classification requires successful completion of years of service, necessary certifications, and passes skills assessment. Probationary periods will apply to each classification level.
  - c. In the event that two or more employees at any level shall apply for a vacancy, Departmental Seniority shall inform promotions and transfers, unless ability to perform the job and employment records are not significantly equal.
7. Apprenticeship and Leveling Program
  - a. Apprentice Level 1
  - b. Apprentice Level 2 (Requires successful completion of one (1) year of service in Apprentice Level 1, necessary certifications/coursework and passes skills assessment.)
  - c. Apprentice Level 3 (Requires successful completion of one (1) year of service in Apprentice Level 2, necessary certifications/coursework and passes skills assessment.)
  - d. Maintenance Worker Level 1 (Requires successful completion of one (1) year of service in Apprentice Level 3, necessary certifications/coursework and passes skills assessment.)
  - e. Maintenance Worker Level 2 (Requires successful completion of two (2) years of service in Maintenance Worker Level 1, necessary certifications/coursework and passes skills assessment.)

- f. Probationary periods will apply to each apprenticeship level.
- g. The maximum period that any individual may remain at each level is as follows:
  - (a) Apprentice Level 1 – maximum of 2 years.
  - (b) Apprentice Level 2 – maximum of 2 years.
  - (c) Apprentice Level 3 – maximum of 2 years.
  - (d) Maintenance Worker Level 1 – maximum of 4 years.
- h. For the apprenticeship levels listed in paragraph (g) above, any employee who fails to advance to the next level within the maximum period will be offered a vacancy for alternate employment. If an employee refuses the offered vacancy or fails to successfully obtain an alternate position, he/she will be released from employment.
- i. Required training and certification coursework applicable to the apprenticeship program will be provided for by the University to employees in the apprenticeship program.
- j. Existing bargaining unit employees who apply for an Apprentice Level 3 position vacancy must obtain all necessary certifications/coursework required for the Apprentice Level 1 and 2 positions and pass a skills assessment/aptitude test, in order to be considered for accelerated entry into apprenticeship program. The Union will be involved in the interview process.
- k. Existing bargaining unit employees who apply for an Apprentice Level 2 position vacancy must obtain all necessary certifications/coursework required for the Apprentice Level 1 position and pass a skills assessment/aptitude test, in order to be considered for accelerated entry into apprenticeship program. The Union will be involved in the interview process.
- l. The wage rate for each level is set forth in Schedule B.

Columbia University

Transport Workers Local 241

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE A**

[CLASSIFICATIONS AND RATES]

**SCHEDULE B**

[APPRENTICESHIP AND LEVELING RATES]

SCHEDULE A			
FINAL RATE STRUCTURE		10/2/2015	FINAL
<u>MANHATTANVILLE POSITIONS</u>		<u>MHVL POS</u>	<u>HOURLY RATE</u>
<b>Chief Engineer</b>		<b>C/E</b>	50.65
District Energy System Engineer - Level 2		<b>DESE2</b>	47.76
District Energy System Engineer - Level 1		<b>DESE1</b>	46.88
Plant Operations Engineer		<b>POE</b>	42.58
<b>Head Refrigeration Control Engineer</b>		<b>HRCE</b>	46.46
Refrigeration Control Engineer - Level 3		<b>RCE3</b>	43.40
Refrigeration Control Engineer - Level 2		<b>RCE2</b>	41.14
Refrigeration Control Engineer - Level 1		<b>RCE1</b>	39.25
Control Engineer - Level 2		<b>CE2</b>	40.33
Control Engineer - Level 1		<b>CE1</b>	38.41
<b>Head Service Mechanic</b>		<b>HSM</b>	37.30
Service Mechanic - Level 3		<b>SM3</b>	36.13
Service Mechanic - Level 2		<b>SM2</b>	32.93
Service Mechanic - Level 1		<b>SM1</b>	29.89

<b>Head Plumber</b>	<b>HPB</b>	39.00
Plumber - Level 2	<b>PB2</b>	34.75
Plumber - Level 1	<b>PB1</b>	32.43
<b>Head Electrician</b>	<b>HE</b>	42.79
Senior Electrician - Level 2	<b>SE2</b>	40.37
Senior Electrician - Level 1	<b>SE1</b>	38.26
Electrician	<b>EL</b>	36.14
Assistant Electrician	<b>AE</b>	31.00

**SCHEDULE B**

<b>APPRENTICESHIP PROGRAM RATE STRUCTURE</b>		
	<u>MHVL POS</u>	<u>HOURLY RATE</u>
Maintenance Worker - Level 2	<b>MW2</b>	25.12
Maintenance Worker - Level 1	<b>MW1</b>	23.75
Apprentice - Level 3	<b>APP3</b>	21.00
Apprentice - Level 2	<b>APP2</b>	18.04
Apprentice - Level 1	<b>APP1</b>	16.57

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

LABOR RELATIONS

Columbia University and TWU Essential Employees

The following sets forth the protocol for the treatment of essential personnel, during a declared State of Emergency and shall resolve any and all controversy related to this matter.

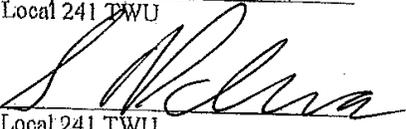
1. The University and the Union agree that the following protocol shall be effective February 1, 2018:
2. It is understood that all employees who work in the Department of Facilities Services and Public Safety are essential personnel and are expected to report to work, as scheduled.
3. Employees that work during a State of Emergency, as declared by State and City Government Officials of New York, where all modes of transportation have been shut down, and they have issued a directive to stay off the roads, shall receive one (1) compensatory day for each day worked.
  - (a) Employees must use the compensatory day(s) within six (6) months of the day in which it was earned. The compensatory day(s) shall be treated as a banked holiday.
  - (b) Employees may report to work up to two (2) hours prior to the start of their shift, if requested to do so by his/her manager to avoid an impending transportation shutdown. Employees will be paid in accordance with the Collective Bargaining Agreement.
  - (c) The University will provide employees with appropriate accommodations in which to rest/sleep, shower access, and meals.
4. Employees that are unable to report to work during a State of Emergency, as defined in paragraph 3 above, will be permitted to use vacation and/or personal accruals to cover their absence or be absent without pay (AWOP). The absence will not be used as a threshold for discipline.
5. Employees that are directed by his/her manager to be on standby during their off shift, and are required to remain on campus during a State of Emergency, as defined in paragraph 3 above, will be paid in accordance with the Collective Bargaining Agreement.

6. Mechanics that are receiving beeper pay, who are unable to report to work during a State of Emergency, where all modes of transportation have been shut down, and State and City Government Officials of New York has issued a directive to stay off the roads, will not be subject to discipline.

Agreed:

  
Local 241 TWU 3/1/18  
Date

  
Local 241 TWU 3/1/18  
Date

  
Local 241 TWU 3/1/18  
Date

  
Columbia University 3/26/18  
Date

  
Columbia University 3/28/18  
Date

MEMORANDUM OF AGREEMENT

The following is hereby agreed to among Local 241 TWU and Columbia University to resolve all issues and clarify University policy with respect to requests for lateral transfers within the Custodial Department in the bargaining unit (e.g. Morningside and CUMC campuses including transfers between).

1. Employee eligibility for lateral, non-promotional transfers within the Department shall be considered on the following basis:
  - a. To be eligible for a lateral position transfer, the position applied for must comprise a different regular shift or schedule than that of the employee's position at the time of the transfer request.
    - i. For purposes of the foregoing provision, "shift" shall mean either a regular day shift, night shift, or evening shift. For example, an employee who regularly works a night shift is ineligible for lateral transfer to a position comprising a night shift.
    - ii. For purposes of the foregoing provision, "schedule" shall mean an employee's regular days of work. For example, an employee whose schedule is generally Monday through Friday is ineligible for lateral transfer to a position comprising a schedule of Monday through Friday.
  - b. In the event that more than one employee is eligible for lateral transfers in accordance with the foregoing, departmental seniority shall govern unless ability to perform the job and the performance records are not significantly equal.
  - c. Previously-funded positions moved from one building to another shall be subject to the above.
  - d. Postings for newly created positions which were not previously funded shall be open to all bargaining unit employees. In the event that more than one employee applies for such a position, departmental seniority shall govern unless ability to perform the job and the performance records are not significantly equal.
  
2. It is understood that the settlement of this matter by Columbia University is to terminate all controversy between and among the parties and that the Union and hereby releases Columbia University and its agents from any and all claims arising from the facts and circumstances at issue herein. Neither the negotiation nor execution of this agreement shall constitute nor operate as an admission of any kind by Columbia University that it has violated any city, state or federal law or that it has violated the collective bargaining agreement between Local 241 TWU and Columbia University.

  
\_\_\_\_\_  
TWU Local 241

Date: 2/8/12

  
\_\_\_\_\_  
Columbia University Labor Relations

Date: 2/8/12

[Signature]

Date: 2/8/12

[Signature]  
CUF Human Resources

Date: 2/8/12

[Signature]  
Facilities-CUMC

Date: 2/8/12

**ADDENDUM:**

The above signed MOA dated February 8, 2012 regarding University policy with respect to requests for lateral transfers within the Custodial Department in the bargaining unit (e.g. Morningside and CUMC campuses including transfers between) does not apply to Floaters.

**AGREED:**

[Signature] 3/13/14 [Signature] 3/13/14  
TWU Local 241 (Date) Mary Ann Carlese (Date)

Director of Labor Relations (CUMC)

[Signature] 3/19/14  
Herman Matte (Date)

AVP, Campus Operations, Facilities-CUMC

[Signature] 4/23/14  
Annette Lopes (Date)

Human Resources, Facilities-CUF

## TABLE OF CONTENTS

- **SICK LEAVE, DISABILITY AND WORKERS' COMPENSATION**

*A summary of benefits under the collective bargaining agreement between the University and TWU, Local 241.*

- **NEW YORK STATE DISABILITY**

*An outline of New York State Disability benefits, including procedures for filing a claim, explanation of when benefit payments are made and who to call for information.*

- **WORKERS' COMPENSATION CLAIMS PROCEDURE**

*Procedure for filing a claim, including who to call for Information.*

For: Columbia University

David M. Cohen, Assistant Vice President  
Employee & Labor Relations

For: TWU, Local 241, AFL-CIO

Samuel Delgado, President

## NEW YORK STATE DISABILITY

The attached *New York State Disability Form (DB-450)* must be filled out if you are absent from work due to an illness or injury that is **not** job related for more than seven consecutive calendar days (five work days), regardless of whether or not you are receive sick leave pay. *Job related illness or injury is covered under New York State Workers' Compensation.*

### WHAT ARE NEW YORK STATE DISABILITY BENEFITS?

New York State Disability benefits are cash benefits paid to eligible employees who are unable to work due to an illness or injury that is **not** job related. New York State Disability benefits are:

- calculated at 50% of the employee's average weekly gross wages (based on the last 8 weeks prior to the start of the disability) to a maximum of \$170.00 per week.
- paid after a waiting period of seven consecutive calendar days, beginning on the 8<sup>th</sup> calendar day of disability.
- paid for a maximum of 26 weeks during a period of 52 consecutive weeks.

### YOU SHOULD NOTE:

**The 26 weeks includes any period of paid sick leave.** An employee will **not** receive New York State Disability benefits while he/she is receiving sick leave pay.

**See: SICK LEAVE, DISABILITY AND WORKERS' COMPENSATION** for a summary of sick leave, disability and workers' Compensation benefits under the collective bargaining agreement between the University and TWU, Local 241.

### PROCEDURE FOR FILING A CLAIM:

Once an employee is absent due to reported illness for a period of more than seven consecutive calendar days, the supervisor or departmental administrator will mail the employee a *New York State Disability Claim Form (DB-450)*.

### COMPLETING THE FORM:

**PART A – CLAIMANT'S STATEMENT**...filled out by the **EMPLOYEE**  
(Items 1 through 12, including signature)

**PART B – HEALTH CARE PROVIDER'S STATEMENT**...filled out by the **DOCTOR**  
(Items 1 through 9)

**TO BE COMPLETED BY EMPLOYER**...filled out by the **UNIVERSITY**

When the form is completed the employee should make a copy for his/her records and mail the original to:

Columbia University  
Human Resources, Disability Benefits Office  
615 West 131 Street, Floor 4  
New York, NY 10027

Phone: 212-851-7000  
Fax: 212-851-7069

**TIME LIMITS FOR FILING A CLAIM:**

-the claim form (DB-450) must be returned to the Disability Desk *no later than 30 days from the start of the disability*, as required by law.

-if the claim is filed late, the employee will *not be paid for any disability period more than 2 weeks prior to the date the claim is filed*.

-the employee may be entitled to benefit payments if he/she can show that it was not reasonably possible to file any earlier, and that the claim was filed as soon as possible.

*-the claim will be rejected if it is filed more than 26 weeks after the start of the disability.*

**REMEMBER...**

In addition to filing the New York State Disability Claim Form (DB-450), you must provide your supervisor with medical documentation (a doctor's note) to cover your absence as well as keep him/her properly updated with respect to your anticipated return to work date.

**WHO TO CALL TO FOLLOW UP ON YOUR CLAIM OR IF YOU NEED INFORMATION:**

**Guardian Life Insurance Company**

**Tel. 1-800-268-2525**

**Columbia University Disability Benefits Office**

**Tel. 212-851-7000**

## WORKERS' COMPENSATION CLAIMS PROCEDURE

The attached Departmental Accident Report Form for Workers' Compensation Benefits must be filled out if you have been injured on the job or develop a job-related illness. Late reporting may result in a delay in processing your claim.

If you have suffered a job-related illness or injury you are entitled to benefits under the N.Y. State Workers' Compensation Law, not from N.Y. State Disability that covers illness or injury that is not job-related.

### HERE'S WHAT YOU MUST DO:

**1. Get medical attention as soon as possible.**

Tell the doctor you were injured at work. Make sure the doctor is authorized by the Workers' Compensation board to treat work-related injuries and will file all necessary medical reports.

DO NOT pay the doctor or hospital and do not let them charge your medical treatment to your health plan, unless it is an emergency. Save all receipts for treatments (emergency room, prescriptions, etc.)

Advise the doctor to send the report (pink "C-4" form) and bills to the University's insurance carrier:

**Gallagher Bassett  
100 Wall Street, 25<sup>th</sup> Floor  
New York, New York 10005**

**Phone: 212-815-8900**

**Fax: 212-672-7926**

**2. Report the injury to your supervisor promptly (if you haven't already done so).**

**3. Fill out a Departmental Accident Report Form for Workers' Compensation Benefits.**

### REMEMBER...

**In addition** to filing the necessary forms, you must provide your supervisor with medical documentation (a doctor's note) to cover your absence as well as keep him/her properly updated with respect to your anticipated return to work date.

**You do not fill out a disability claim form (DB-450) unless you receive a "C-7" (Notice of Controversion) from the insurance carrier or the Workers' Compensation Board.**

### WHO TO CALL TO FOLLOW UP ON YOUR CLAIM OR IF YOU NEED INFORMATION:

**Gallagher Bassett      Tel. 212-815-8900**

**OR**

**Disability Benefits Office   Tel. 212-851-7000**

*Sick Leave, Disability & Worker's Compensation (TWU, Local 241)*

	Sick Leave	Disability	Workers' Compensation												
HIRED ON OR AFTER 3/1/96	<p>After 4 months-1 year -- 1 day per month, retroactive to date of hire, up to a maximum of 12 days per year</p> <p>After 1 year -- 12 days per year</p> <p>BANK: 60 days maximum</p>	<p><b>The first five (5) days of sick leave charged to the employee's annual allotment at the rate of a full day for each day of absence. Thereafter, for continuing absences of more than five (5) consecutive days, each full day of sick leave is charged to the employee's sick bank for each day of absence until the sick leave bank is used up. Once the sick bank is exhausted, an employee must use their remaining annual allotment of sick leave.</b></p> <p>NOTE: An employee will not receive N. Y. State Disability benefits while he/she is receiving sick leave pay. If the employee's sick leave is exhausted during the period covered by N. Y. State Disability (26 weeks during a period of 52 consecutive weeks), the employee will receive N.Y. State Disability benefits, to the extent to which he/she is entitled, for the balance of the 26-week period.</p>	<p>Employee may chose to:</p> <ol style="list-style-type: none"> <li>1) receive N.Y. State Workers' Compensation benefits to the extent he/she is entitled, or</li> <li>2) use 10 days sick leave, if available and thereafter, use sick leave, if any, to maintain the full difference between the Workers' Compensation benefits and a full day's pay for each day of absence, according to the following schedule:</li> </ol> <table border="0"> <tr> <td>Less than 1 year</td> <td>-- 1 work week</td> </tr> <tr> <td>1-3 years</td> <td>-- 2 work weeks</td> </tr> <tr> <td>3-5 years</td> <td>-- 3 work weeks</td> </tr> <tr> <td>5-7 years</td> <td>-- 4 work weeks</td> </tr> <tr> <td>7-9 years</td> <td>-- 5 work weeks</td> </tr> <tr> <td>9+ years</td> <td>-- 6 work weeks</td> </tr> </table> <p>NOTE: Upon exhausting his/her sick leave or having supplemented his/her pay to the extent provided by the above schedule (whichever comes first), the employee will receive the statutory Workers' Compensation benefits to the extent to which he/she is entitled.</p> <p>Security Officers hired after 3/1/96, injured as a result of direct interaction with person(s) arrested, receive 100% compensation for a period of up to 6 continuous months from the date of injury.</p>	Less than 1 year	-- 1 work week	1-3 years	-- 2 work weeks	3-5 years	-- 3 work weeks	5-7 years	-- 4 work weeks	7-9 years	-- 5 work weeks	9+ years	-- 6 work weeks
Less than 1 year	-- 1 work week														
1-3 years	-- 2 work weeks														
3-5 years	-- 3 work weeks														
5-7 years	-- 4 work weeks														
7-9 years	-- 5 work weeks														
9+ years	-- 6 work weeks														

		<i>See: Section 7 – What You Should Know About New York State Disability.</i>	
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*Sick Leave, Disability, & Worker's Compensation (TWU, Local 241)*

	Sick Leave	Disability	Workers' Compensation
HIRED PRIOR TO 1/1/77	30 days per anniversary year BANK: 60 days maximum	<p><b>The first five (5) days of disability leave will be charged to the employee's annual allotment at the rate of one (1) full day for each day of absence. Day six (6) through thirteen (13) will be charged at the rate of ½ day for each day of absence from the employee's annual allotment. Thereafter, disability leave is charged to the employee's leave bank at the rate of ½ day for each day of continuing disability up to 26 weeks. (Note: An employee receives full pay while his/her sick leave is being charged at the rate of ½ day per day of continuing disability). After the 26 week period, any remaining sick leave is charged at the rate of a full day for each day of continuing absence. Once the sick leave bank is exhausted, an employee must use their remaining annual allotment of sick leave.</b></p> <p>NOTE:</p> <p>An employee will not receive N.Y. State Disability benefits while he/she is receiving sick leave pay. If the employee's sick leave is exhausted during the period covered by N.Y. State Disability (26 weeks during a period of 52 consecutive weeks), the</p>	<p>6 weeks at 80% of salary. Employee can receive 6 weeks at 100% of salary by charging 1/3<sup>rd</sup> day for each day of absence from his/her sick leave bank, if no prior compensation injury for one year.</p> <p>NOTE:</p> <p>Upon exhausting his/her salary continuation, as outlined above, the employee will receive the statutory Workers' Compensation benefits to the extent to which he/she is entitled.</p> <p>Security Officers hired before 3/1/96, injured as a result of direct interaction with person(s) arrested, receive 100% compensation for a period of up to 8 continuous months from the date of if injury, providing all procedures have been followed.</p>

		employee will receive N.Y. State Disability benefits to the extent to which he/she is entitled, for the balance of the 26-week period.	
--	--	--	--

	Sick Leave	Disability	Workers' Compensation
HIRED ON OR AFTER 1/1/77 BUT PRIOR TO 10/1/78	20 days per anniversary year BANK: 60 days maximum	Same as above.	Same as above.
HIRED ON OR AFTER 10/1/78 BUT PRIOR TO 3/1/96	4 months but less than 1 year --5 days After 1 yr. but less than 2 years --10 days After 2 yrs. but less than 3 years --12 days After 3 yrs. but less than 5 years --14 days After 5 yrs. but less than 7 years --16 days After 7 yrs. but less than 9 years --18 days After 9 years --20 days BANK: 60 days maximum	Same as above.	Same as above.

GENERAL NOTES:

- EACH EMPLOYEE RECEIVES A STATEMENT OF HIS/HER AVAILABLE SICK LEAVE ON HIS/HER ANNIVERSARY DATE.
- AN EMPLOYEE WHO HAS USED HIS/HER ENTIRE SICK LEAVE BENEFIT AND WHO HAS AN EXTENDED DISABILITY MAY, UPON REQUEST, RECEIVE A LUMP SUM PAYMENT FOR ANY ACCRUED, UNUSED VACATION OR ANY PORTION THEREOF.
- AN EMPLOYEE DOES NOT RECEIVE HOLIDAY PAY OR ACCRUE VACATION (EXCEPT FOR THE FIRST TWO MONTHS) OR SICK LEAVE WHILE ON A LEAVE OF ABSENCE.
- IN NO EVENT MAY AN EMPLOYEE RECEIVE MORE IN TAKE HOME PAY THAN HE/SHE WOULD HAVE RECEIVED IF WORKING AT HIS/HER REGULARLY SCHEDULED HOURLY RATE, FOR HIS/HER REGULARLY SCHEDULED HOURS OF WORK.
- QUESTIONS REGARDING AN EMPLOYEE'S SICK LEAVE SHOULD BE DIRECTED TO HIS/HER SUPERVISOR OR DEPARTMENTAL ADMINISTRATOR.

**NOTICE AND PROOF OF CLAIM FOR DISABILITY BENEFITS**

**CLAIMANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

1. USE THIS FORM ONLY IF YOU BECOME SICK OR DISABLED WHILE EMPLOYED OR IF YOU BECOME SICK OR DISABLED WITHIN FOUR (4) WEEKS AFTER TERMINATION OF EMPLOYMENT. USE GREEN CLAIM FORM DB-300 IF YOU BECOME SICK OR DISABLED AFTER HAVING BEEN UNEMPLOYED MORE THAN FOUR (4) WEEKS.
2. YOU MUST COMPLETE ALL ITEMS OF PART A - THE "CLAIMANT'S STATEMENT." BE ACCURATE. CHECK ALL DATES.
3. BE SURE TO DATE AND SIGN YOUR CLAIM (SEE ITEM 12). IF YOU CANNOT SIGN THIS CLAIM FORM, YOUR REPRESENTATIVE MAY SIGN IN YOUR BEHALF. IN THAT EVENT, THE NAME, ADDRESS AND REPRESENTATIVE'S RELATIONSHIP TO YOU SHOULD BE NOTED UNDER THE SIGNATURE.
4. DO NOT MAIL THIS CLAIM UNLESS YOUR HEALTH CARE PROVIDER COMPLETES AND SIGNS PART B - THE "HEALTH CARE PROVIDER'S STATEMENT."
5. YOUR COMPLETED CLAIM SHOULD BE MAILED WITHIN THIRTY (30) DAYS AFTER YOU BECOME SICK OR DISABLED TO YOUR LAST EMPLOYER OR YOUR LAST EMPLOYER'S INSURANCE COMPANY.
6. MAKE A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS BEFORE YOU SUBMIT IT.

**PART A — CLAIMANT'S STATEMENT (Please Print or Type) ANSWER ALL QUESTIONS**

1. My name is .....  
First Middle Last
2. My Social Security Number is:
3. Address .....  
Number Street City or Town State Zip Code Apt. No.
- Tel. No. .... 4. My age is ..... 5. Married (Check one)  YES  NO
6. My disability is (If injury, also state how, when and where it occurred) .....
7. I became disabled on ..... a. I worked on that day  YES  NO  
Mo. Day Year
- b. I have since worked for wages or profit  YES  NO If "Yes," give dates .....
8. Give name of last employer. If more than one employer during last eight (8) weeks, name all employers.

Employer's			Dates of Employment						Average Weekly Wages (Include Bonuses, Tips, Commissions, Reasonable Value of Board, Rent, etc.)
Business Name	Business Address	Telephone No.	From			Through			
			Mo.	Day	Yr.	Mo.	Day	Yr.	

9. My job is or was .....  
Occupation Name of Union and Local No., if Member
10. For the period of disability covered by this claim
- a. Are you receiving wages, salary or separation pay: .....  YES  NO
- b. Are you receiving or claiming:
- (1) Workers' Compensation for work-connected disability .....  YES  NO
- (2) Damages for personal injury .....  YES  NO
- (3) Unemployment Insurance Benefits .....  YES  NO
- (4) Disability Benefits under the Federal Social Security Act .....  YES  NO
- If "Yes" is checked in any of the items a, b(1), b(2), b(3) or b(4), fill in the following:
- I have  Received or  Claimed from ..... For the Period ..... To .....  
Date Date
11. I have received disability benefits for another period or periods of disability within the 52 weeks immediately before my present disability began .....  YES  NO
- If Yes, fill in the following: I have been paid by ..... From ..... To .....
12. I have read the instructions above. I hereby claim Disability Benefits and certify that for the period covered by this claim I was disabled; and that the foregoing statements, including any accompanying statements, are to the best of my knowledge true and complete.

**SIGN**

HERE → Claim signed on .....  
Date Claimant's Signature

If signed by other than claimant, print below: name, address, and relationship of representative.

.....  
Name and Address Relationship

<p>IF YOU HAVE ANY QUESTIONS ABOUT CLAIMING DISABILITY BENEFITS, CONTACT THE NEAREST OFFICE OF THE NEW YORK STATE WORKERS' COMPENSATION BOARD, OR WRITE TO: WORKERS' COMPENSATION BOARD, DISABILITY BENEFITS BUREAU, 100 BROADWAY - MENANDS, ALBANY, NY 12241.</p>	<p>SI SE LE OCURREN ALGUNAS PREGUNTAS RESPECTO A RECLAMAR BENEFICIOS POR INCAPACIDAD, COMUNIQUESE CON SU OFICINA MAS CERCANA DE LA JUNTA DE COMPENSACION OBRERA DE NUEVA YORK, O ESCRIBA A: WORKERS' COMPENSATION BOARD, DISABILITY BENEFITS BUREAU, 100 BROADWAY - MENANDS, ALBANY, NY 12241.</p>
--	--

**HEALTH CARE PROVIDER MUST COMPLETE PART B ON REVERSE SIDE**

★ ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY, FILES A STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.  
 DB-450 (1-90)

## NOTICE AND PROOF OF CLAIM FOR DISABILITY BENEFITS

**IMPORTANT: USE THIS FORM ONLY WHEN THE CLAIMANT BECOMES SICK OR DISABLED WHILE EMPLOYED OR BECOMES SICK OR DISABLED WITHIN FOUR (4) WEEKS AFTER TERMINATION OF EMPLOYMENT. OTHERWISE USE GREEN CLAIM FORM DB-300.**

### PART B — HEALTH CARE PROVIDER'S STATEMENT (Please Print or Type)

THE HEALTH CARE PROVIDER'S STATEMENT MUST BE FILLED IN COMPLETELY AND THE FORM MAILED TO THE INSURANCE CARRIER OR SELF-INSURED EMPLOYER, OR RETURNED TO THE CLAIMANT WITHIN SEVEN DAYS OF THE RECEIPT OF THE FORM. For Item 7-d, give approximate date. Make some estimate. If disability is caused by or arising in connection with pregnancy, enter estimated delivery date under "Remarks."

1. Claimant's Name ..... 2. Age ..... 3.  Male  
 Female

4. Diagnosis/Analysis: .....  
a. Claimant's Symptoms: .....

b. Objective Findings: .....

5. Claimant Hospitalized?  YES  NO From ..... To .....  
6. Operation Indicated?  YES  NO a. Type ..... b. Date .....

7. Enter Dates for the Following:  
a. Date of your first treatment for this disability .....  
b. Date of your most recent treatment for this disability .....  
c. Date Claimant was unable to work because of this disability .....  
d. Date Claimant will be able to perform usual work .....  
(Even if considerable question exists, estimate date. Avoid use of terms such as unknown or undetermined.)

Mo.	Day	Year

8. In your opinion, is this disability the result of injury arising out of and in the course of employment or occupational disease?  YES  NO  
If yes, has Form C-4/48 been filed with the Workers' Compensation Board?  YES  NO

Remarks (Attach additional sheet, if necessary): .....

9. I affirm that I am a ..... Licensed or Certified in the State of ..... License No. ....  
(Physician, Podiatrist, Chiropractor, Dentist or Nurse-Midwife)  
Health Care Provider's Signature ..... Date .....  
Health Care Provider's Name (Please Print) ..... Tel. No. ....  
Office Address .....  
Number Street City or Town State Zip Code

### TO BE COMPLETED BY EMPLOYER IMPORTANT — Indicate percentage employee contributes to premium \_\_\_\_\_ % (If blank or not a %, we will tax at 100%)

Employee's Full Name ..... SS Number .....

Employee's Address ..... Age .....

Employee's Occupation ..... Date Employed .....  Full Time  Part Time

If Part Time, Give Particulars ..... Check One:  Owner  Proprietor  Employee  Partner

Check Days Normally Worked Mon. Tues. Wed. Thurs. Fri. Sat. Sun. Earnings 8 weeks prior to disability

Date Employee Last Worked ..... Date Employee's Wages Ceased .....

Wages Continued During Disability? ..... Is Reimbursement Requested? .....

Date Employee Returned to Work ..... Is Disability Due to Job? .....

If so, Is a Compensation Claim Filed? .....

Worker's Compensation Carrier .....

Is Employee a Member of a Union? ..... Does Union Provide Disability Benefits? .....

If yes, give Name and Address of Union and Local Number .....

	WEEK ENDING			No. Days Worked	Amount
	Mo.	Day	Year		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
<b>TOTAL \$</b>					

Firm Name ..... Indicate weekly value of board lodging and tips \$ .....

Address ..... Zip Code ..... Telephone Number .....

Signed By ..... Title ..... Date ..... NYDBL Policy No. ....

**COLUMBIA UNIVERSITY**  
**Departmental Accident Report Form for Worker's Compensation Benefits**

**EMPLOYEE DATA** (To be completed by employee)

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Date of birth \_\_\_\_\_ Male/Female \_\_\_\_\_  
 Occupation \_\_\_\_\_ Department where employed \_\_\_\_\_  
 Part Time/Full Time \_\_\_\_\_ Wages per week \_\_\_\_\_ Employment date \_\_\_\_\_  
 Hours per day worked \_\_\_\_\_ Days per week worked \_\_\_\_\_ Regular days off \_\_\_\_\_

**ACCIDENT DATA** (To be completed by employee)

Date of injury \_\_\_\_\_ Time of Injury \_\_\_\_\_ Starting Time \_\_\_\_\_  
 Location where injury or illness occur? \_\_\_\_\_  
 What was employee doing when injured? (Describe fully the events which led to the injury) \_\_\_\_\_  
 Describe Object or Substance which directly injured the Employee \_\_\_\_\_  
 How did injury or illness occur? (Describe fully the circumstances that caused the accident.) \_\_\_\_\_  
 Describe injury or illness (Indicate type of injury and specify left or right, example: upper right leg.) \_\_\_\_\_  
 Who did you report the accident to? \_\_\_\_\_ Date Reported \_\_\_\_\_ Time Reported \_\_\_\_\_  
 Witness' Name and Address \_\_\_\_\_

**SUPERVISOR'S STATEMENT**

Was employee paid for full day? \_\_\_\_\_ Did employee lose time? \_\_\_\_\_  
 Employee's first day away from work \_\_\_\_\_ Has employee returned? \_\_\_\_\_  
 Date employee returned to work \_\_\_\_\_ Expected date of return \_\_\_\_\_  
 Has employee been paid for lost time? \_\_\_\_\_ Number of Days at 100% \_\_\_\_\_ 80% \_\_\_\_\_ Other \_\_\_\_\_  
 Did the injured employee receive medical attention? \_\_\_\_\_ Date treated \_\_\_\_\_  
 Name and address of Doctor or Hospital where first treated \_\_\_\_\_  
 Who investigated the accident? \_\_\_\_\_ Title \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
 Supervisor's discussion with employee on HOW TO PREVENT THIS TYPE OF INJURY FROM RECURRING:  
 \_\_\_\_\_  
 \_\_\_\_\_

I CERTIFY THAT THE ACCIDENT DATA THAT I PROVIDED ABOVE ARE TRUE.  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Supervisor's Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

ATTACH ADDITIONAL DOCUMENTS OR COMMENTS AS NEEDED. (9/96)