



**AGREEMENT
BETWEEN
OAKLAND UNIVERSITY
AND THE
OAKLAND UNIVERSITY
PROFESSIONAL SUPPORT
ASSOCIATION (OUPSA)**

JULY 1, 2021 - JUNE 30, 2022

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ARTICLE I
AGREEMENT

This Agreement is made and entered into the 1st day of July, 2021 effective to and including June 30, 2022, by and between Oakland University, hereinafter referred to as the University, and the Michigan Education Association (MEA)/ National Education Association (NEA), Oakland University Professional Support Association (OUPSA), hereinafter referred to as the Association.

PURPOSE

The purpose of this Agreement is to set forth terms and conditions of employment, such as wages, hours, and working conditions; to establish the machinery for collective bargaining; and to promote orderly and peaceful labor relations between the University and the employees. To the above end, it is the intent of the parties to abide by the terms of this Agreement at all times.

APPENDICES

All appendices designated by this Agreement shall be deemed a part of the Agreement and shall be fully enforceable under the enforcement procedures thereof.

ARTICLE II

RECOGNITION AND SCOPE OF AGREEMENT

1. **Recognition.** Pursuant to and in accordance with all the applicable provisions of Acts 176 and 336 of the Public Acts of 1939 and 1947, as amended, the University does hereby recognize the Association as the exclusive bargaining agent with respect to wages, hours, and working conditions of the Bargaining Unit described below.
2. **Bargaining Unit Work.** The Bargaining Unit shall have sole collective bargaining jurisdiction over all work within each of the positions covered by this Agreement and members of the Bargaining Unit shall have the right to perform the duties and responsibilities for each position covered by this Agreement as set forth in paragraph 4. Administrative or supervisory personnel may perform work in any of these positions temporarily, in emergencies or for the purpose of training, but not on any regular or scheduled basis and such work should not eliminate a position covered by this Agreement. No administrative or supervisory personnel shall perform Bargaining Unit work on a temporary basis for a continuous period in excess of sixty (60) days.
3. **New Technology.** The University and the Association recognize that the rapid expansion of electronic technology on the Oakland University campus results in an ever-changing work environment. This technology will not be purchased for the sole purpose of eliminating Bargaining Unit work.
4. **Employees Covered.** This Agreement applies to every full-time and part-time clerical-technical employee, including all clerks, typists, stenographers, secretaries, library assistants, laboratory assistants and technicians, clerical cashiers, clerical office assistants, clerical office coordinators, receptionists, electronic and scientific technicians, instrument makers, telephone operators, and reproduction machine operators, as identified in Appendix C – Classifications By Grade and as modified by the parties through mutual agreement.

5. Employees Not Covered.

- a. Excluded from this Bargaining Unit are temporary employees, employees doing excluded work, student employees, and all other employees not covered by paragraph 4. For purposes of this Agreement, the University will not classify or assign more than thirteen (13) individuals to excluded positions. The University will provide the Association a listing of employees in excluded positions and their positions upon request. If the basis/rationale for the exclusion of any positions differs from the basis for the exclusion of these positions excluded at the time this Agreement was ratified, the Association shall have the right to grieve such exclusion.
 - b. When an employee's position is no longer designated as excluded it will be reclassified in the Bargaining Unit at the appropriate classification and grade with such reclassification occurring within six (6) months. Any retroactive adjustment issuing from reclassification will be limited to the date the position was no longer designated as excluded. In no case shall the individual's salary be reduced below current levels.
 - c. An employee whose excluded position is reclassified in the Bargaining Unit is precluded from using Bargaining Unit seniority accrued for the purpose of bumping for a period of one (1) year following entry into the Bargaining Unit, except that an employee who acquired seniority in a Bargaining Unit position prior to taking an excluded position will have full seniority rights restored immediately if the Bargaining Unit Member's excluded position is returned to the Bargaining Unit under this paragraph.
6. If the Association believes that a position that is classified as an AP position should actually be part of the Bargaining Unit, the Association shall have the right to bring that issue to the attention of Human Resources. Upon receipt of such notice from the Association, the Director of Benefits and Compensation or designee will initiate an audit of the position in question within ten (10) working days of the date the Association notified Human Resources of the issue. Once the audit has been completed, the Director of Benefits and Compensation or designee will meet with the Association President or designee to review the audit results. Any analysis performed at the Association's request will result in a full disclosure to the Association of all information obtained as a result of the analysis.
7. Full- and Part-Time Employees. For the purpose of this Agreement, a full-time employee is an employee who is regularly scheduled to work forty (40) hours a week on a non-temporary basis. A part-time employee is an employee who is regularly scheduled to work a minimum of twenty (20) hours a week, but less than forty (40) hours a week on a non-temporary basis.
8. Student Employment. The Association recognizes that it is the policy of the University to provide employment for students to assist them in obtaining an education. No employee in the Unit shall be displaced or replaced by a student employee. The University, by November 1 and March 1 of each fiscal year or upon request, will provide to the Association a list of students employed with their department, hours worked per week and rate of pay identified.
9. Temporary Employment. Temporary employees are non-Bargaining Unit persons who are hired to fill a temporary job having a specific duration of not to exceed six (6) calendar months in the most recent twelve (12) month period or to replace Bargaining Unit employees who are on an approved leave of absence. Persons who continue employment in any Bargaining Unit position or positions beyond six (6) months shall be entitled to full unit seniority and shall become Bargaining Unit employees. The University, by November 1 and May 1 of each fiscal year or upon request, will provide to the Association a list of temporary employees with their starting date, department, hours worked per week and rate of pay identified.

10. Casual Employment. Casual employees are non-student, non-Bargaining Unit persons who are hired to work less than twenty (20) hours per week for an indefinite period of time. The University, by November 1 and May 1 of each fiscal year or upon request, will provide to the Association a list of casual employees in each department showing their starting date, hours worked per week and rate of pay.
11. Amendment. This Agreement may be amended or supplemented only by further written agreement between the parties. A party desiring amendment or supplementation of this Agreement will notify the other party in writing, stating the substance of the amendment or supplement desired, but the other party will not be obligated to agree to any proposed amendment or supplement.
12. Waiver Clause. In reaching this Agreement, the University and the Association have considered all matters lawfully subject to collective bargaining and this Agreement constitutes the sole, only and entire agreement between the parties hereto, and cancels and supersedes any and all past practices, arrangements, and/or understandings heretofore existing, except as specifically incorporated in this Agreement.
13. Agreement Construction. The paragraph titles throughout this Agreement are merely editorial identifications of their related text and do not limit or control the text.
14. Interest Succession. This Agreement will bind and accrue to the benefit of the parties and their respective legal heirs, successors, and assigns.

ARTICLE III

CONFORMITY TO LAW

15.
 - a. The parties to this Agreement shall comply with all state and federal laws that affect any provision of the Agreement, including without limitation, laws that prohibit illegal discrimination.
 - b. If a judicial decision or legislation has the effect of making a provision of this Agreement illegal or invalid, whether or not the parties to this Agreement are parties to the litigation or involved in the legislative process, then such provision shall become void and inoperative at the time directed by such judicial decision or legislation, unless the judicial decision and/or legislation is stayed by a court pending appellate review. Any provision made void and inoperative as a result of a judicial decision or legislation, that is not stayed pending appellate review, shall remain void and inoperable unless and until such time as the judicial decision and/or legislation is reversed by an appellate court and/or subsequent legislation. In every instance and at any point in time during the judicial and/or legislative process, the parties shall administer this Agreement so as to comply with the judicial decision and/or legislation then in effect.
 - c. All other provisions of this Agreement not made void and inoperable by such judicial decision and/or legislation shall remain in full force and effect. The parties shall meet for the limited purpose of discussing whether or not and to what extent the provisions that remain in full force and effect are affected by the inoperability of the voided provisions.

ARTICLE IV

UNIVERSITY MANAGEMENT RIGHTS

16. The University reserves and retains, solely and exclusively, all rights to manage and direct its work forces, to manage and control its facilities and direct its affairs and working functions, except as expressly and specifically abridged by the provisions of this Agreement.
17. The University shall have the right to contract or subcontract any University work currently being performed. Any contracting action taken by the University shall not be subject to the grievance procedure of this Agreement. The University will bargain with the Association about the impact of any contracting which results or is concurrent with a reduction of the positions in the Bargaining Unit. The University will notify the Association whenever it arranges for outside clerical-technical services on a contract basis, provided the work to be performed is such that it would typically be performed by Bargaining Unit members. Included in such notification will be the department assignment. In the event the University determines to source or contract work of the Bargaining Unit, the University will notify the Association and will provide the Association, upon request, available bid specifications. If the Association chooses to submit a timely competitive bid to perform the work which meets the specifications, it will be considered along with other bids.
18. Rules and Regulations. As a part of its general management rights, the University has the right to make, publish and enforce rules and regulations affecting employees. Such rules, however, will not be inconsistent with the express and specific terms of this Agreement, nor shall said rules be inherently arbitrary and capricious. Employees are subject to University rules and regulations. When a new rule or regulation is implemented, or when a current rule or regulation is revised, notice will be sent in advance to the Association. Administrative Policies and Procedures will be available on the Oakland University Website.

ARTICLE V

ASSOCIATION SECURITY

19. Association Membership. The University and Association shall at all times comply with the Association security provisions of the Public Employee Relations Act (PERA). Should any portion of Public Act 349 pertaining to Agency Shop be modified by law or by action of a court of competent jurisdiction following exhaustion of all legal appeals processes, the parties agree to reopen Article V-Association Security of the contract within thirty (30) days in order to renegotiate the language.
20. Membership Application. During the life of this agreement the University's Employment Services Manager, or their designee at the time of hire, rehire, reinstatement or transfer of an employee into the Bargaining Unit, shall apprise the prospective employee of this Article's provision and shall present to the Bargaining Unit Member a Membership Application supplied by the Association. If the employee desires to join the Association, the Bargaining Unit Member shall complete the Membership Application, which the University shall forward to the Association's financial officer.
21. For all employees who join the Association, the University and Association agree to process the employees' membership dues or other fees via payroll deduction in accordance with the procedures set forth in Appendix E. The University shall not be liable to the Association by reason of this article or Appendix E.
22. The Association shall indemnify and hold harmless the University, its trustees, officers, and employees for any costs (including defense costs) resulting from claims, demands, suits and other forms of liability by reason of any action taken or not taken by the Association or by the University for the purpose of complying with this Article.

ARTICLE VI
COMMUNICATION

23. Exchange of Information. The University shall make available to the Association, upon its request and within ten (10) working days thereafter, such statistical and financial information related to the Bargaining Unit and in the possession of the University as is necessary for the implementation of this Agreement and for the negotiations of a successor agreement. It is understood that nothing in this provision shall be construed to require the University to compile information and statistics in the form requested if not already available in that form unless mutually agreed.
24. Periodic Human Resources Notifications. The Human Resources Department shall provide to the Association the following:
- a. A seniority list by November 1 and May 1 of each year;
 - b. A monthly listing of additions to and terminations from the Bargaining Unit;
 - c. A list of new salaries subsequent to annual and/or semi-annual negotiated increases; and
 - d. Salary changes as they occur which are not included in subparagraph c.
- Items (a) through (d) shall be provided both to the President and the Membership Chair of the Association.
25. Human Resources Department Notifications About Actions Affecting Positions. Prior to posting a new position or at the time a new position is posted, the University will provide written notification to the Association of the establishment of the position. The Human Resources Department shall also notify the Association of any University proposal to remove a position from the Bargaining Unit. No position shall be removed from the Bargaining Unit without prior consultation and agreement by the Association, provided, however, nothing in this paragraph should be construed to require the University to staff any position in the Bargaining Unit. The University shall, however, notify the Association in writing when a position is not to be filled within thirty (30) days of vacancy including in said notification the University's plan to phase out, redistribute, reassign or reorganize the position's work.
26. Statement of Accrued Time. On March 1 of each year, the University shall provide a statement of accrued vacation, sick and personal leave of members of the Bargaining Unit to the Association.
27. Twenty (20) days after the effective date of this Agreement, the Association shall provide the University with a list that shows the jurisdictional districts and names of authorized representatives of the MEA/NEA, the Local Association officers, the Grievance Committee members, and the Association Representatives. The Association shall notify the University of any subsequent changes.
28. The University shall provide each employee with a copy of the Bargaining Unit Member's classification description. The Association shall be provided with a copy of the Bargaining Unit classification descriptions which have been established by the University.
29. The University and the Association shall share the cost of printing this Agreement. Copies of this Agreement shall be available to each employee in the Bargaining Unit within three (3) months after its ratification by both parties.
30. Employees shall be responsible to notify the University and Association within five (5) working days of changes in name, address, telephone number, marital status, and number of dependents. In the event that an employee fails to notify the University, the University shall use the most recent information on file.

The University is not responsible to effectuate any increase or modification of any right, benefit or entitlement provided in this contract until such notice of change is received from the employee.

31. The University shall provide the Association with the following information ninety (90) days preceding the termination of this Agreement:
 - a. A list of all employees in the Bargaining Unit, indicating the active service date, unit seniority date, departmental seniority date, classification title, grade, current salary, birth date, and participation, if any, in the retirement program for each employee.
 - b. A list of all employees in the Bargaining Unit participating in the health insurance plans showing the number of single subscribers, two-party contracts, or full-family contracts.
32. If, at any time during the life of this contract, a reorganization of the University is effectuated, the University will provide to the Association information reflecting the reorganization. The University will provide to the Association a copy of organization charts and any revisions thereof which are prepared by the Human Resources Department.
33. During the life of this Agreement the University will, upon reasonable notice provided by the Association, make available for its inspection such records, files and other information possessed by the University which is relevant to the status of funding or utilization of the Career Development Fund referenced in Article XXXI of this Agreement.

ARTICLE VII

REPRESENTATION AND RELEASE TIME

34. Association Representatives. The University shall recognize up to fourteen (14) Bargaining Unit members as Association Representatives. Additional Association Representatives may be recognized by agreement of the parties.
35. Release Time. Representatives of the Association, upon request to and approval by their respective immediate supervisors or their designees, shall be granted reasonable release time to participate in and prepare for hearings and meetings as specified below without loss of earnings. In addition, the University will provide a total of five (5) hours per week to the Association President for the purpose of conducting Association business. This time may be used in one-hour increments on a daily basis or one block of four hours, one day per week. Any time not used shall not be accumulated. The Association President shall coordinate the time taken off for Association business with their immediate supervisor and shall not adversely impact departmental operations. The Human Resources Department will notify supervisors when release time is needed for representatives in items (c), (d) and (e) only.
 - a. Association Representatives-investigate grievances, participation in first step grievance hearings and by request of the University for handling other matters pertaining to this Agreement.
 - b. One member designated by the President to participate in second step grievance hearings within the area.
 - c. The President and up to four (4) members to participate in third step grievance hearings.
 - d. The President and up to four (4) members to participate in and prepare for negotiating sessions.
 - e. The President and up to four (4) members to participate in and prepare for special conferences.

36. Special Conferences. Special Conferences for the discussion of important matters shall be arranged between the Association and the University at the request of either party. Arrangements for the conferences shall be made at least five (5) working days in advance of the requested meeting unless otherwise agreed to by both parties. An agenda of the matters to be taken up at the conference shall be confined to those included in the agenda unless otherwise agreed to by both parties.
37. Association Business Release Time. The University shall grant leaves of absence with pay to those employees selected by the Association for the purpose of conducting Association business. Leaves of absences granted pursuant to this Section shall not exceed an aggregate total of twenty (20) working days per contract year, and no one employee so selected or elected shall be granted such leave for more than fifteen (15) working days. The University shall provide such leaves of absences without cost to the Association. Unused "Association business days" shall not be carried forward from one year to the next.
- a. Such absences shall be approved if not less than five (5) working days' notice is given to the employee's supervisor and Human Resources Department, and provided that the employee's absence will not unreasonably interfere with the employer's operation.
 - b. In the event the University or its representatives claim undue hardship when release time is sought by the employee pursuant to this paragraph, such claim shall be documented with specific reference to the nature and extent of the hardship and submitted to the Association, as well as to the employee involved, in writing. If the Association, or the employee, challenges the validity of the position taken by the University or its agent, it shall have the immediate right, upon forty-eight (48) hours' notice, to advance a grievance at the third step of the grievance procedure. The University agrees it will not utilize the hardship exception to the release time provided in this paragraph to subvert or inhibit the legitimate activities of the Association or the MEA/NEA, nor to prevent or discourage participation by any of its employees in the processes thereof.
 - c. The Association may request the University to consider additional time beyond the business release time stated above for employees conducting Association business at the state or national level in which reimbursement for the cost of the release time is available. Upon agreement, the Association will reimburse the University for the cost of the business release time. The cost is to include the employee's wages, as well as the University's contribution to Social Security and the applicable University contribution for the retirement program. The University agrees to provide upon request, written documentation of the cost of the business release time to the appropriate person(s) for reimbursement. The University agrees all such reimbursements shall be made payable to the Association.
 - d. The Association shall reimburse the University for the cost of the release time needed to conduct Association elections and to audit financial records of the Association. Any release time which exceeds the employee's regular work schedule on the day of release shall not be considered by the University as leave with pay.

ARTICLE VIII

GRIEVANCE PROCEDURE

38. Grievance Definition. A grievance is a complaint by an employee, by a group of employees or by the Association on its own behalf about the application, interpretation or violation of the provisions of this Agreement. No grievance may be presented more than thirty (30) working days following the date of the occurrence, or the date when the employee is notified of the occurrence on which the grievance is based.

39. General Provisions. All formal grievances shall be submitted on the grievance form illustrated in Appendix B of this Agreement. All subsequent decisions or answers by the University shall be submitted on this form.
40. The grievant shall have the right to be present personally, to be accompanied by an official of the Association, or to be represented by an official of the Association at any stage of the proceedings. Either party shall have the right to bring in witnesses necessary for the processing of the grievance.
41. Hearings and conferences held under this procedure shall be conducted at a time and place which shall afford a fair and reasonable opportunity for all persons, including witnesses required to be present, to attend. When such hearings and conferences are held during working hours, all employees whose presence is required shall be excused for that purpose without loss of pay.
42. Grievances shall be processed as rapidly as possible. The number of working days indicated at each level shall be considered as maximum and every effort shall be made to expedite the grievance process. For purposes of this Agreement, a "working day" shall be defined as any weekday, Monday through Friday, excluding holidays and any other days on which the University is officially closed.
43. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further action or appeal. Failure to provide a written answer on the grievance within the specified time limits shall permit automatic advancement to the next step of this procedure within the time allotted had the decision been given. Time limits may be extended by mutual written agreement of both parties.
44. It is essential that the employee and/or the Association attempt to settle grievances at the lowest step possible, however a grievance may be initiated at any step of the grievance procedure by mutual written agreement of the Association and the University. The Association may withdraw a grievance without prejudice and without establishing a precedent at any step of the procedure. No grievance withdrawn in this manner shall be reinstated.
45. No restraining, coercive, discriminatory, or retaliatory action of any kind shall be taken by the University against any employee, any Association Representative or any official participant in the grievance procedure by reason of such participation.
46. All discussions with respect to the grievance shall be kept confidential by the parties involved during the procedural steps of the grievance, provided that either party may release pertinent information to any or all personnel related to the grievance.
47. No decision on a grievance or an adjustment thereof shall be contrary to any provision of this Agreement, with the exception that the University and the Association may mutually agree to waive applicability of specific contractual provisions, on a non-precedent setting basis, in order to reach a fair resolution. No terms shall be added to or subtracted from this Agreement nor any provision changed by the grievance procedure.
48. Step One – Immediate Supervisor.
- a. The employee will arrange to meet with their immediate supervisor and have a discussion meeting on the grievance and attempt to reach a resolution. The employee may request that an Association Representative be present at this meeting.

- b. The Association, if they are considering filing a grievance on behalf of an employee, employees or the Association, will make an effort to meet with the immediate supervisor and have a discussion meeting on the grievance and attempt to reach a resolution.
49. If the grievance is not resolved by the discussion meeting, the grievant and the Association will prepare the grievance in writing, concisely stating the facts, the provisions of the Agreement which are alleged to have been violated and the resolution sought. The written grievance will be dated and signed by the grievant and the Association Representative or designee and submitted to the grievant's immediate supervisor. The Association will retain a copy and send an additional copy to the Human Resources Department. An additional meeting to discuss the grievance may be held between the immediate supervisor and the Association Representative or designee, either prior to (if the Association Representative has had no previous discussion with the immediate supervisor), or following submission of the written grievance. The grievant may also attend the meeting.
50. After the discussion meeting is held, the immediate supervisor or their designee will respond to the grievance in writing and forward it to the Association Representative or designee within five (5) working days from the day the written grievance is presented to them.
51. Step Two – Division. If the grievance is not resolved at step one, the Association, within five (5) working days after receiving the written answer, will forward the grievance to the office of the division from which it originated for further disposition. Within five (5) working days from the day the grievance is filed with the division office, the division's representative or designee will arrange and hold a meeting with the grievant and the Grievance Committee representative to discuss the grievance and attempt to resolve it. The division's representative will provide their written answer to the grievance within five (5) working days following the day of the meeting and return the grievance to the Grievance Committee representative or designee. A copy of the division's written answer will also be sent to the Human Resources Department by the division office.
52. Step Three – Human Resources. If the grievance is not resolved by the step two meeting, the Association will submit the grievance to the Human Resources Department within five (5) working days after receiving the written response. Within five (5) working days after receipt of the grievance, the Human Resources Department will arrange and hold a meeting with Association representatives and attempt to resolve the grievance. The MEA/NEA Uniserv Representative may also attend the meeting. The Human Resources Department will provide the written answer to the Grievance Committee Chairperson or designee within five (5) working days from the day of the meeting.
53. Step Four – (Optional). Either the Association or the Human Resources Department may request a meeting for further consideration of the grievance when it remains unresolved following step three or while arbitration is pending. If the parties agree to said meeting, it shall include, but not be limited to, the following: President, Vice President, Grievance Committee, MEA/NEA Uniserv Representative and the Vice President of Human Resources (or designee). If no resolution of the grievance is accomplished at this meeting, the arbitration procedures shall remain in effect.
54. Mediation. Any grievance alleging a violation of Article III shall be submitted to mediation before proceeding to step five (arbitration) in the grievance process. The mediation shall be conducted by a State Mediator. Present at the mediation should be a representative of the University along with representatives of the Association. Also present will be the grievant.
55. Step Five – Arbitration. If the answer to the grievance at step three is not satisfactory, the Association may submit the grievance to arbitration by official written notice to the Human Resources Department within twenty (20) working days of the date of the written answer to the grievance at step three. The

arbitrator selection process shall be conducted by the American Arbitration Association. The Association shall file a written demand for arbitration with the American Arbitration Association within twenty (20) working days of written notice to the University.

56. The arbitrator will render their decision in writing within thirty (30) days (or such additional time as the parties may by writing agree) after any grievance has been submitted to them and their decision will be final and binding on the parties and may be enforced in any court of competent jurisdiction. The parties will bear their own expenses individually and share in the arbitrator's fees and expenses equally. Neither party shall be responsible for the expense of witnesses called by the other.
57. The arbitrator will have no authority to: (a) add to, subtract from, or in any way modify this Agreement; (b) substitute their discretion or judgment for the University's discretion or judgment with respect to any matter this Agreement consigns to the University's discretion; (c) interpret any policy, practice, or rule, except as necessary in interpreting or applying this Agreement; (d) formulate or add any new policy or rule; or (e) establish or change the salary structure. Problems within the meaning of this procedure and of this arbitration clause shall consist only of disputes about the interpretation or application of the clauses of this Agreement and about alleged violations of this Agreement. The arbitrator shall not have jurisdiction to consider any claim of which both parties have not had reasonable notice prior to the arbitration hearing.

ARTICLE IX

DISCIPLINARY PROCEDURES

58. Probationary Employees. The University may discharge probationary employees for such cause and in such manner as it, in its sole and absolute discretion, deems appropriate and in the best interest of the University. Such discharge shall not be subject to the grievance procedures of this Agreement.
59. Non-Probationary Employees. The University may discipline or discharge a non-probationary employee only for reasonable cause.
60. Corrective Discipline Procedure. Except as provided in paragraph 61 of this Agreement, the University recognizes the objective of corrective discipline for employees. The corrective procedure may result in the suspension or discharge of an employee if the progressive severity of the disciplinary actions taken by supervision does not bring about the desired response from the employee. When corrective discipline is to be given to an employee, it will be in accordance with the following procedure and in the prescribed order unless by mutual agreement between the University and the Association:
 - a. Step One: A verbal counseling session detailing the concerns of the immediate supervisor. The employee may request to have an Association Representative present. A written record of a counseling session shall not be placed in the employee's personnel file but will be documented in the supervisor's file.
 - b. Step Two: A verbal reprimand detailing the reason for the action. The employee may request to have an Association Representative present. The employee's immediate supervisor may place a notation in the employee's personnel file that such a reprimand was given. The employee has a right to submit a written response and have such attached to and filed with the document placed in the Bargaining Unit Member's file.
 - c. Step Three: A written reprimand shall be given to the employee. The employee may request to have an Association Representative present. The employee has a right to submit a written response and have such attached to and filed with the document placed in the Bargaining Unit Member's file.

- d. Step Four: A written suspension without pay shall be given to the employee. The employee may request to have an Association Representative present. The employee has a right to submit a written response and have such attached to and filed with the document placed in the Bargaining Unit Member's file.
 - e. Step Five: At the sole and absolute discretion of the University, the employee shall be discharged and/or subject to additional suspension of pay if the employee has been suspended in accordance with step four above.
61. Discipline or Discharge for Misconduct. The University may discipline an employee by suspension without pay or by discharge without any prior warning, and without utilization of the corrective discipline procedures established in this Article, if the University, or its representatives, determine, based upon the preponderance of reasonable evidence, that the employee is guilty of gross misconduct, insubordination, sabotage, theft, assault upon another employee or a supervisor, or the commission of any act or acts which constitute a felony under state or federal law. The following will also be considered as part of the list of offenses: possession of firearms, weapons or explosives while on University property, use of alcohol or illegal drugs while on the job, possession of illegal drugs on University property.
62. Notice and Hearing. The University shall give written notice of any written discipline, suspension, or discharge action, stating the specific reasons for such action to the employee and to the Association Representative, with a copy to the President of the Association, by certified or registered mail or by hand delivery. Should the Association desire a fact-finding hearing on a written discipline, suspension, or discharge, it shall request said hearing with the Human Resources Department within two (2) working days of receipt of the notice of disciplinary action and said hearing shall be scheduled at a time agreeable to the parties.
63. Grievance on Suspension or Discharge. A grievance on a suspension or discharge may be initiated at step three of the grievance procedure no later than ten (10) working days after the suspension or discharge occurs.
64. Use of Past Record. The University will not take into consideration, in applying the corrective discipline procedures set forth in this Article, any previous disciplinary action of record which occurred more than twenty-four (24) months prior to any disciplinary action that is taken on a current charge.

ARTICLE X

PERSONNEL FILES

65. An official personnel file for each employee shall be maintained by the University in the Human Resources Department. An employee may inspect the contents of their personnel file during the University's normal business hours by filing a written request for inspection of said file. Requests shall be honored immediately, if possible, but no later than twenty-four (24) hours after the request has been made. The employee may designate in writing that the Bargaining Unit Member desires a representative of the Association to examine and/or copy documents from the Bargaining Unit Member's file and the representative of the Association shall be permitted to do so.

The University shall notify in writing (either by providing a copy of the document or by separate written notification) each employee of any document affecting the Bargaining Unit Member's work status, employee status, or economic status which is placed in the Bargaining Unit Member's file. However, the University shall not be obligated to provide written notification of inclusion of "Payroll/Personnel System" forms whose purpose is to track the employee's employment and salary history.

The employee has a right to submit a response to any document placed in the Bargaining Unit Member's file. Such a response shall be attached to and filed with the document placed in the Bargaining Unit Member's file. Each employee shall have the right to place in their personnel file materials which attest to the Bargaining Unit Member's proficiency and experience.

ARTICLE XI

SENIORITY

66. Probationary Employment Period. A Bargaining Unit employee shall be on probation (at-will employment status) until the Bargaining Unit Member has worked a total of six (6) consecutive months following the Bargaining Unit Member's initial employment by the University or the Bargaining Unit Member's re-employment after loss of seniority. No employee shall be permitted to bid for a vacant job during the Bargaining Unit Member's probationary period. The probationary period shall not include any unpaid leave as described in Article XXI (Extended Leaves). If a probationary period is interrupted by an excused absence without pay in excess of one week, the probationary period shall be extended by the length of the excused absence. An employee who successfully completes the probationary period shall be entitled to full Bargaining Unit seniority retroactive to the date of hire exclusive of such unpaid absence. The employee will receive at least three progress evaluations during the probationary period, one approximately every two months.

Probationary employees shall not be able to access accrued time off (vacation and sick time) until completion of the first three (3) months of the probationary period.

67. The Association shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment, except discharged or disciplined probationary employees for other than Association activities.
68. Bargaining Unit Seniority. An employee's Bargaining Unit seniority shall be the length of service with the University from the date the employee is employed in a position covered by this Agreement subject to the provisions of paragraphs 70, 71, 72, 73 and 76.
69. Departmental Seniority. An employee's departmental seniority shall be the length of service with the University from the date of the employee's entry to a department position covered by this Agreement subject to the provisions of paragraphs 70, 71, 72, 73 and 76.

In the event the University makes changes in its organizational structure, including the merging, reorganization or restructuring of departments or divisions, the departmental seniority of the affected Bargaining Unit employees shall be taken to their new department and seniority in the former department shall cease.

70. Accrual of Seniority. An employee shall accrue Bargaining Unit seniority while employed full-time forty (40) hours per week. A part-time employee shall accrue Bargaining Unit seniority based on the proportion which the Bargaining Unit Member's schedule bears to full-time employment as outlined in paragraph 79.
71. Seniority: Military Service. Employees on approved military leaves with a statutory right of reinstatement shall accrue seniority.

72. Seniority: Employee Leaves Unit. A Bargaining Unit employee who is promoted or transferred out of the Bargaining Unit, but later returns to the Bargaining Unit, shall not accrue Bargaining Unit seniority for the period the employee was out of the Unit. The employee will, however, retain any previously accrued Bargaining Unit seniority.
73. Seniority: Layoff. A Bargaining Unit employee who has been laid off shall continue to accrue Bargaining Unit seniority during the period of the layoff.
74. Seniority: Leaves of Absence. A Bargaining Unit employee on a paid leave of absence shall continue to accrue unit and departmental seniority. An employee's unit and departmental seniority shall cease to accumulate upon the commencement of a leave of absence without pay of three (3) months or more except as outlined in Article XXI (Extended Leaves). For all other leaves without pay, an employee's unit and departmental seniority shall be reinstated and begin accruing as of the date of return from such leaves.
75. Loss of Seniority. An employee's seniority shall terminate for any one of the following reasons:
- a. If an employee voluntarily terminates employment. (This would include, but is not necessarily limited to, resignation from the University and failure to return to work from an approved leave of absence.)
 - b. If an employee retires in accordance with the provisions of this Agreement.
 - c. If an employee is discharged and not reinstated.
 - d. If an employee fails to report from layoff when recalled in accordance with Article XII.
 - e. If an employee is laid off for a continuous period of two years.
 - f. If an employee is absent for three (3) consecutive working days without notifying the Bargaining Unit Member's immediate supervisor: provided, however, said employee's seniority shall be reinstated if the Bargaining Unit Member's failure to notify their immediate supervisor was due to factors beyond the Bargaining Unit Member's control.
 - g. If an employee fails to report for work upon the termination of a leave of absence unless said employee's immediate supervisor and/or Human Resources has been notified and has granted approval or unless the failure to notify the supervisor and/or Human Resources or return from leave of absence was due to factors beyond the employee's control.
76. Retention of Seniority. An employee whose seniority has not been terminated in accordance with paragraph 75 shall retain, but not accrue, seniority while on a leave of absence of three (3) months or more (except as outlined in Article XXI – Extended Leaves), as long as the employee complies with the conditions of the leave. An employee whose seniority has not been terminated in accordance with paragraph 75 shall also retain, but not accrue, seniority while in a position outside the Bargaining Unit, except as specified in paragraphs 70, 71, 72, and 73.
77. An individual who returns to employment at the University within two (2) years after recall rights have been exhausted, or within two (2) years after a general leave of absence or illness or disability leave has expired, shall have reinstated, after completion of the probationary period, the Bargaining Unit seniority which was accrued at the time the layoff or leave began.
78. Top Seniority. The President, Vice-President, Treasurer, Secretary and Grievance Committee of the Association shall have top Bargaining Unit seniority for layoff and recall purposes only, provided they

have the ability to satisfactorily perform the work of the position. Association Representatives shall have top seniority in the jurisdictional districts they represent, provided they have the ability to satisfactorily perform the work of the position. Upon the expiration of their Association terms of office, the above Association officials shall revert to a position on the seniority list on the basis of their Bargaining Unit seniority.

79. Seniority Credits. In carrying out the terms and conditions of this contract which relate to seniority, seniority credits will be accumulated for each employee on a monthly basis in accordance with the following schedule:

<u>Scheduled Work Week</u>	<u>Seniority Credits</u>
31 through 40 hours	4 credits
21 through 30 hours	3 credits
20 hours	2 credits

ARTICLE XII

JOB SECURITY

80. Layoff. The University may layoff and recall its employees. All layoff and recall shall be instituted as set forth in this Article.
81. Order of Layoff. When there is a decrease in the work force in a department, layoff will occur by classifications. Employees in each classification will be laid off or terminated in the following order subject to the remaining employees' current ability to satisfactorily perform the work available:
- Temporary or casual employees doing Bargaining Unit work.
 - Probationary employees will be terminated.
 - Employees will be scheduled for layoff in the inverse order of their Bargaining Unit seniority.

Notwithstanding the above, when there is a decrease in the work force which affects Bargaining Unit members in Laboratory Technician I, Laboratory Technician II, and Laboratory Technician III classifications, layoff will occur in the primary research area (i.e., the grant which primarily funds the position).

- 82.
- Employees, except as in (b) below, who are scheduled for layoff in accordance with the above may, subject to their current ability to satisfactorily perform the work available, exercise their unit seniority in the following order:
 - Fill any vacancies in the same classification.
 - Fill any vacancies in the same salary grade.
 - Replace the least-senior employee in the same classification.
 - Replace the least-senior employee in the same salary grade.
 - Fill any open vacancy in the next lower salary grade.
 - Replace the least-senior employee in the next lower salary grade.
 - Repeat the two prior steps in consecutively lower salary grades.
 - Bargaining Unit employees in Laboratory Technician I, Laboratory Technician II, Laboratory Technician III and Electron Microscopy Technician classifications who are scheduled for layoff may,

subject to their current ability to satisfactorily perform the work available, exercise their unit seniority as in (i) through (vii) above. However, these employees will not be required to follow the procedures outlined in (iii), (iv) and (vi) above. This will in no way affect their status as laid-off employees.

- c. Employees scheduled for layoff shall respond to the designated option(s) resulting from the application of (i) through (vii) above within five (5) days of notification of such option(s), with the understanding that they will not be precluded from accepting a more appropriate option in accordance with steps (i) through (vii) above, if such more appropriate option becomes available prior to implementation of the earlier declared option.
 - d. Employees who have not requested and have not obtained approval for a personal leave of absence without pay and choose not to follow the procedure above will be considered to have voluntarily terminated their employment.
83. Employees replaced in accordance with the above may exercise their Bargaining Unit seniority to replace another employee in the same fashion.
84. Notice of Layoff. An employee scheduled for layoff shall have twenty (20) working days' notice. The Association shall receive a copy of any layoff notice on the same day the notice is issued to the employee.
85. Work Opportunities for Laid-Off Employees. The University will, prior to employing new people in any department, give work opportunity to employees with seniority who are laid off at the time, subject to the laid-off employees' current ability to satisfactorily perform the work available.
86. Employees who begin work in another classification or department under the provisions of this Article will have recall rights to their original classification or department upon initial recall.
87. An employee who moves to a lower salary grade as a result of the layoff procedure shall retain their salary at the time of the reduction in grade in the new salary grade unless the Bargaining Unit Member's salary is above the maximum of that grade. In a case where the salary is above the maximum, the employee's salary shall be reduced to the maximum. However, the University may subsequently recall the employee to the higher classification or to another position at that higher salary grade for which the employee qualifies, and in such case, the employee must accept the higher salary grade position as a condition of retaining the salary of the higher grade or will have their salary reduced to the amount it would have been had the move to the lower salary grade been the result of a voluntary demotion. Notwithstanding any other provisions of this Agreement, if an employee is paid at the rate of a higher salary grade than that of the employee's current position, and the employee moves to a position in a higher salary grade, any salary adjustment for the employee shall be calculated as though the individual's current position were at the same salary grade as the position held prior to the layoff action.
88. Recall. When the work force is increased after a layoff, employees shall be recalled in the inverse order of their layoff, subject to the ability of the recalled employees to satisfactorily perform the work available. Recall rights shall continue for a period of two (2) years from the date of layoff. Notice of recall will concurrently be sent to the affected employee and the Association.
89. Employees recalled from layoff shall have their accrued Bargaining Unit seniority as of the effective date of recall and such accrued seniority shall include the period the employee was laid off.
90. Any notice to report for work shall be sent to an employee to the last address the employee filed with the University's Benefit and Compensation Services Office. In the event an employee fails to report for work within five (5) working days from the date such notice is received, using delivery confirmation as

verification of receipt, the employee shall be considered to have quit unless the Bargaining Unit Member has a reasonable and valid excuse for their failure to report for work within the above five (5) working days.

91. Temporary Work Opportunities for Laid-Off Employees. In the event a Bargaining Unit employee is not recalled to a regular position, the University, during the recall period, will offer such an employee any available temporary job doing Bargaining Unit work if the employee is qualified to perform the duties of the position, provided that the employee shall, for the duration of the assignment, be paid at the rate of the position filled. In the event the employee accepts or rejects the temporary position, the Bargaining Unit Member's recall rights shall not be abrogated or otherwise affected. If the employee is recalled and the University assigns said employee to continue in the temporary position for its duration, the employee shall receive the rate of the job or the Bargaining Unit Member's regular rate, whichever is greater, and the Bargaining Unit Member's position shall be held for them.
92. Reduced Work Week Schedule. In the event the University reduces the number of hours in the work week for a Bargaining Unit position, the affected employee shall have ten (10) working days' notice of the reduction. Notice of such reduction shall concurrently be sent to the Association and to the affected employee. The employee shall, by a written statement, either accept the reduced work week or elect to exercise their seniority rights in accordance with the layoff procedures within five (5) working days after receipt of the notice. After receipt of the notice, the Association may, in accordance with the provisions of this Agreement, request a special conference for the purpose of discussing the reduced work week. A grievance on the impact of the reduction of the work week schedule on any employee may be initiated at the third step of the grievance procedure.

In the event any employee has their hours reduced in accordance with this Article, the following shall apply:

- a. Notice of the reduction of hours shall include the number of hours to be reduced and the duration of time such reduction shall exist.
- b. The workload requirements of the affected employee will be commensurate with the number of hours the employee is scheduled to work.
- c. For the duration of this Agreement, any reduction in hours for a full-time employee shall be limited to a maximum of eight (8) hours per week so that the work week shall be four (4) consecutive eight (8) hour days unless other scheduling arrangements are made between the employee and their supervisor.
- d. For the duration of this Agreement, any reduction in hours for a part-time employee shall be limited to the maximum of twenty (20) percent per week.
- e. No other part-time position shall be created in the affected employee's department provided the affected employee has the current ability to satisfactorily perform the work available.
- f. No non-Bargaining Unit employee shall perform the work formerly assigned to the affected employee.
- g. No student assistants shall perform work formerly assigned to the affected employee.
- h. The University will, prior to employing any new people in any department, give work opportunity to employees whose work week has been reduced, subject to the affected employees' current ability to satisfactorily perform the work available. In the event that there are employees on layoff status and

employees with their work week reduced at the same time when vacancies occur, the employee with the most seniority shall have first claim on the job vacancy.

- i. All benefits contained in Article XXV, Article XXVI, Article XXVII, Article XXVIII, and Article XXIX to which the affected employee may be entitled prior to the reduction in the work week schedule shall not be denied because of the reduction.
- j. An employee who is a participant in a retirement plan under Article XXIV at the time of the reduction has a right to the continuance of such participation and an employee who subsequently becomes eligible to participate shall have the right to commence participation on the date the Bargaining Unit Member would have been eligible without the reduction. Time worked in a position where hours have been reduced under this paragraph shall not adversely affect the employee's ability to meet the requirements for official retirement as outlined in paragraph 188.

- 93. General Reduction in Hours. In the event the University plans to reduce the number of hours in the work week on a Bargaining Unit-wide basis, it shall, at least thirty (30) days prior to the implementation thereof, notify the Association of the plan. The University will bargain with the Association over the impact of the plan and attempt to reach an agreement over the implementation thereof. In the event that no agreement is reached, no Bargaining Unit-wide reduction of hours will be implemented.
- 94. Reorganization or Phase-Out. In the event that the University makes changes in its organizational structure, including the phase-out of departments or divisions or other sub-units which eliminates any Bargaining Unit position, the University shall inform the Association in writing ten (10) working days prior to implementation. Employees affected by such changes shall be laid off in accordance with provisions of the Agreement.

ARTICLE XIII

HOURS OF WORK

- 95. Work Obligation. Unless an employee has a reasonable and valid excuse, the Bargaining Unit Member will work their regular work schedule. A reasonable and valid excuse may be, but is not limited to: a medical or dental appointment of which the employee's immediate supervisor has been provided forty-eight (48) hours advance notice, personal illness, or a medical emergency affecting the employee or a member of the employee's immediate family.
- 96. Work Schedule. Employees shall be scheduled to work regular work weeks. During the regular academic year, a full-time employee's regular work week shall have specific starting and quitting times for each of the five (5) consecutive eight (8) hour days exclusive of the lunch period in the work week. Two (2) consecutive days off shall follow the employee's five (5) consecutive work days. During the Spring and Summer academic terms, the University may institute "summer hours" different from those in effect for the regular academic year (Fall and Winter Semesters). However, the full-time employees work schedule shall not exceed five (5) consecutive work days.
- 97. Alternative Work Scheduling Arrangements (Flextime). Alternative work scheduling arrangements (flextime) are variations from a customary schedule (reference paragraphs 96, 100, 106, and 107) which are mutually agreeable to the employee and their supervisor. The University encourages consideration of alternatives to the customary schedule where productivity is either unaffected or is enhanced, necessary coverage is provided, and no precedent is set for other areas. Management is free to return to the customary work schedule when it deems that to be more appropriate.

98. Changed Work Schedule. In the event that an employee's specific starting and quitting times or specified work days are changed, the affected employee shall have not less than five (5) working days' notice of such change. The parties agree that emergencies do occur and will work together for a mutually agreeable solution.
99. Rest Periods. Employees shall be authorized by their immediate supervisors for fifteen (15) minute rest periods during each half shift of four (4) hours of work whether regular or overtime. If an employee's regular schedule on a given day is in excess of eight (8) hours, the Bargaining Unit Member will receive a rest period in the first half of that shift and another rest period in the second half of that shift. Such rest periods may not be accumulated by the employee.
100. Lunch Period. During the Fall and Winter Semesters, each employee working a daily work schedule in excess of six (6) hours shall be granted a scheduled lunch period of one (1) hour on each such day. The employee shall receive no compensation for this scheduled lunch period. During the Spring and Summer academic terms, the University may institute "summer hours" which may include a lunch period of no less than one-half hour. The time of the lunch period may be changed at the employee's request and with the approval of their immediate supervisor.
101. Overtime Work. Overtime work is work performed in excess of forty (40) hours per week. For the purposes of computing overtime pay, an Emergency Closing day or a holiday for which the Bargaining Unit Member receives holiday/recess pay will be counted as a day worked. A Bargaining Unit Member shall be given preference for overtime before it is assigned to a temporary clerical/technical employee, provided that the Bargaining Unit Member is as able to do the work as the temporary clerical/technical employee. An employee's compensation rate for overtime work shall be at one and one-half (1-1/2) times the hourly equivalent of the Bargaining Unit Member's annual salary (which includes longevity payments, if applicable). Any time worked in excess of forty (40) hours in any one (1) week shall be compensated in accordance with this paragraph except as modified by paragraph 103.
102. Compensation for approved overtime work will be computed in segments of one-tenth (1/10th) hour to the nearest tenth (10th) hour. Overtime pay shall be paid on the hourly payroll for the period in which the overtime was earned.
103. Compensatory Time Off. If compensatory time off for work performed in excess of a regularly scheduled work day is granted in the same work week as the compensatory time was earned, compensatory time shall be given at the rate of one (1) hour of work to one (1) hour of compensatory time off. Compensatory time may not be carried over and/or banked.
104. Scheduled Overtime. Recognizing the importance of meeting deadlines, the Association and the University encourage employees to work last minute overtime whenever possible. When the University has given them a twenty-four (24) hour notice, employees shall be required to work overtime. An employee who is scheduled to work overtime not continuous with the Bargaining Unit Member's regular work shift shall receive no less than three (3) hours overtime pay. The University will distribute the overtime work among employees in the same classification within a department as equally as possible on an annual basis. No annual balancing shall be required. Overtime that is scheduled and not worked by employees for any reason following notification shall be charged as overtime worked in maintaining equality of distribution.
105. Shift Preference. An employee within a department will be granted shift preference within the Bargaining Unit Member's classification on the basis of departmental seniority. The transfer to the desired shift shall

be effective within two (2) weeks after the immediate supervisor receives a written request from an employee. An employee may elect a new shift after having worked on a selected shift for six (6) months.

106. Work Shifts. There will be three (3) work shifts in a twenty-four (24) hour period. A regular day shift would start no earlier than 7:00 a.m. and end no later than 5:00 p.m. A regular afternoon shift would start no earlier than 3:00 p.m. and end no later than 1:00 a.m. A regular night shift would start no earlier than 11:00 p.m. and end no later than 9:00 a.m. All shifts include a one (1) hour lunch period except that when “summer hours” are instituted the lunch period may be no less than one-half (1/2) hour.
107. Irregular Work Shifts. Management may schedule irregular work shifts when the nature of the work, limitations of equipment, or other operational constraints require such shift schedules for the efficient operation of a unit.

ARTICLE XIV

SALARY PAYMENT

108. Salary. All employees in the Bargaining Unit shall be paid for time worked on the basis of the annual salary rate established for each of the salary grades as listed in Appendix A which is attached and made a part of this Agreement. Salary payments will be made in accordance with the applicable Appendix and shall be subject to such payroll deductions that are required by the provisions of this Agreement or authorized by law.
109. Salary Increases. Within sixty (60) days of contract ratification, all members will receive a \$500.00 lump sum payment.
110. Salary Progression. Besides the Salary Rates defined in paragraph 111 a “salary progression range” is established for each of the ten “Salary Grades”:
- a. The range is from Step C, Standard Rate, to twenty-five percent (25%) beyond Step C.
 - b. Except for those Bargaining Unit-represented employees whose salaries as of July 1, 1990, were beyond their respective salary range, salaries of Bargaining Unit-represented employees will not be allowed to exceed the respective salary range maximums.
 - c. Promotions or voluntary demotions of employees whose salaries prior to the promotion or voluntary demotion are within the respective salary progression ranges shall reflect a five percent (5%) adjustment for each level difference.
 - d. Employees who have been at Salary Rate C or beyond for at least one year and whose salaries are not at or beyond the maximum of the respective salary range described in (a) above will receive a zero percent (0%) salary increase or an increase which will bring their salary to the range maximum, whichever is less, providing the employee has been actively employed (i.e., not on paid or unpaid extended leave of absence of thirty (30) calendar days or more) for twelve (12) of the fifteen (15) months immediately preceding July 1. The progression increase for July 1, 2017, and July 1, 2018, and July 1, 2019 and July 1, 2020 will be zero percent (0%) each year. These increases are in addition to increases specified in paragraph 109. Salary Increases.
111. Salary Rates.

- a. Probationary: A selected applicant shall be employed at the probationary rate of the salary grade of the position where the Bargaining Unit Member is assigned to work for the first six (6) months of employment.
 - b. Starting Rate: An employee who successfully completes six (6) months of employment will receive Starting Rate “B” of the Bargaining Unit Member’s salary grade as shown on the applicable Appendix.
 - c. Standard Rate: An employee who completes one year of employment will receive the Standard Rate “C” of the Bargaining Unit Member’s salary grade as shown on the applicable Appendix.
112. Shift Premium – Regular Shift. Employees who work on the afternoon and night shifts shall receive, in addition to their regular salary rate, twenty-five (25) cents per hour and fifty (50) cents per hour respectively as shift premiums. The shift premium shall be paid for all hours worked on a shift.
 113. Shift Premium – Irregular Shift. Employees who work on irregular shifts that are scheduled will be paid the shift premium of the regular shift where the majority of the hours of the irregular shift are worked.
 114. Temporary Assignment – Out of Class Pay. An employee may be assigned temporarily to the duties of a higher graded position than the position in which the Bargaining Unit Member is currently working without actually being promoted or reclassified or assigned temporarily additional duties of a higher level/higher grade position. If the employee performs the duties of the higher classification for a period of ten (10) working days or more, the employee’s immediate supervisor shall authorize additional compensation to the employee in the amount of eight percent (8%) of the Bargaining Unit Member’s current salary if the level of work is only one level higher. The supervisor shall provide HR a written description of the duties that are requested to determine if out of class pay is warranted with expected duration of those duties. HR shall in turn notify the Association. If the work is more than one level higher, then the employee shall be paid the standard rate of that level adjusted for the employee’s years of service at the University for the period of time the Bargaining Unit Member performs the work, up to six (6) months. After six (6) months, the job must be posted. The employee must stop performing the work and return to the Bargaining Unit Member’s former position unless a mutual agreement is reached between the Association and the University.
 115. Temporary Assignment – Lower Graded Position. An employee may be assigned temporarily to the duties of a lower graded position than the position in which the Bargaining Unit Member is currently working without actually being demoted or reclassified with no reduction in salary, up to six (6) months. After six (6) months, the job must be posted and the employee shall return to their former position.
 116. Temporary Assignment – Vacations. The temporary assignment of duties in the above provisions shall not apply to the temporary absorption of work of other position classifications due to employee vacations of ten (10) working days or less. If the temporary absorption of duties continues more than ten (10) working days, the temporary assignment provisions shall apply.
 117. Temporary Assignment – Grievances. Any grievance over the provisions of temporary assignment will be processed as a Classification and Grade grievance (paragraph 172d) and filed at step three of the grievance procedure as provided in Article VIII of the Agreement. The Human Resources Department, within ten (10) working days after receipt of the grievance, will arrange and hold a meeting with the Grievance Committee or designee and attempt to resolve the grievance.
 118. Salary Changes. If an employee holds a position whose classification is re-graded to a lower salary grade, the employee shall retain their salary at the time of grade reduction unless that salary is greater than the

maximum of the new grade. If the salary is greater than the maximum, the employee's salary shall be reduced to the maximum of the new grade. The University may offer the employee a position at a higher grade up to and including the original salary grade. If such offer is made, the employee must accept the position in order to retain the salary of the original higher salary grade. If the employee chooses not to accept, their salary shall be determined as if they voluntarily chose to be demoted to the current grade level of the position.

An employee who is being paid in accordance with a higher salary grade than the Bargaining Unit Member's current position shall, in the event of a promotion to a position in a higher salary grade than the one in which the Bargaining Unit Member is currently working, receive a new salary which is the greater of the following:

- a. the employee's current salary, or
- b. the salary that would have been determined had the employee's current position been at the same grade level as the Bargaining Unit Member's current salary.

The above does not apply to an employee who voluntarily demotes or otherwise moves to a position in a lower salary grade. In such case, an employee in A (Probation Rate), B (Start Rate) or C (Standard Rate) will receive the same rate (A, B or C) in the lower salary grade. An employee in the progression range of a salary grade who voluntarily demotes or otherwise moves to a position in a lower salary grade will receive a 5% salary decrease for each grade of demotion, but in no case will the Bargaining Unit Member receive less than salary rate C of the new grade. The salary of an employee who moves to a lower grade through application of the layoff procedure is governed by paragraph 87.

119. An employee who is promoted or whose position is reclassified to a higher salary grade and who is in salary rate A (Probation Rate), B (Start Rate) or C (Standard Rate) will receive the same rate (A, B or C) in the higher salary grade. An employee in the progression range of a salary grade who is promoted or whose position is reclassified to a higher salary grade, will receive a 5% salary increase for each salary grade of promotion, but in no case will the Bargaining Unit Member receive less than salary rate C of the new grade.

ARTICLE XV

LONGEVITY PAY

120. All employees who have been regularly scheduled to work at least thirty (30) hours per week as of October 1 of any year shall be entitled to receive longevity pay for length of continuous service with the Employer according to the following rules and schedule of payment. Employees hired after December 5, 2011 are not eligible for longevity pay.
121. Longevity pay will be computed as a percentage of employees' regular annual base salary or wage. Base salary or wage shall be that salary or wage which an employee is being paid on the first regularly scheduled pay period of the calendar year in which the longevity pay is due. Base salary or wage shall not include overtime or premium pay. Longevity pay shall be based on continuous service.
122. Following completion of six (6) years of continuous service of at least thirty (30) hours per week by October 1 of any year and continuing in subsequent years of such service, each employee shall receive longevity payments as provided in the schedule.

123. To be eligible for longevity payments subsequent to the first payment, an employee must have completed continuous service equal to the service requirement of original eligibility plus a minimum of one (1) additional year of such service for each payment.
- Continuous service means the employee has been scheduled and worked at least thirty (30) hours per week for thirty-nine (39) weeks or nine (9) months during the year (see sub-paragraph b below).
 - If the employee is absent in an unpaid leave or layoff status (during the period of October 1 through September 30) for more than thirteen (13) weeks when the absences are other than a single continuous leave or for more than three (3) months when the absences are due to a single continuous leave the Bargaining Unit Member is not eligible for a longevity payment following completion of that “year”, and the “longevity date” shall be adjusted for future years.
 - The “longevity date” is used to determine the total years of “continuous service” in which the longevity pay (see paragraph 126 below) is based.
124. Payments to employees who become eligible by October 1 of any year shall be due the subsequent December 1.
125. Pro-rated payments shall be made to those employees who retire prior to October of any year. This also applies to those employees not under the retirement plan but who are sixty-five (65) years of age at the time of their separation. In case of death, longevity payments shall be made pursuant to paragraph 136. Such pro-rated payments as indicated above shall be based on the number of calendar months of service credited to an employee from the preceding October 1 to the date of retirement, separation, or death and shall be made as soon as practicable thereafter.
126. Longevity Pay Schedule.

LONGEVITY PAY SCHEDULE

<u>Continuous Service</u>	<u>Annual Longevity Pay</u>
6 or more and less than 10 years	\$300
10 or more and less than 14 years	\$450
14 or more and less than 18 years	\$600
18 or more and less than 22 years	\$750
22 or more and less than 26 years	\$900
26 or more years	\$1,200

ARTICLE XVI

VACATION TIME

127. Vacation Time Accumulation. Vacation is accrued based on an employee’s length of continuous service. All full-time Bargaining Unit employees shall accrue vacation according to the following schedule:

<u>Length of Continuous Service</u>	<u>Vacation Hours Earned Per Month</u>
0.0 to 4.0 years	8.67
4.0 to 9.0 years	11.33
9.0 to 14.0 years	12.67
14.0 years and over	15.33

Subject to the limitations set forth in the following paragraphs of this Article in regard to vacation utilization, an employee will be permitted, without docking from the Bargaining Unit Member's regular pay to utilize vacation hours earned to the next highest full increment. By way of example, an employee having earned 30.67 hours would be entitled, subject to the limitations of this Article, to take 31 hours vacation leave without docking from the employee's regular pay.

128. A part-time and/or reduced annual schedule employee shall accrue vacation based on the proportion which the Bargaining Unit Member's work schedule bears to forty (40) hours of work.
129. Probationary employees shall accrue vacation upon completion of three (3) months of the probationary period. The employee shall be credited with the number of hours of vacation which they would have accrued during said period had the Bargaining Unit Member not been on probation.
130. Except as otherwise provided in paragraph 136, vacation shall be accrued on the last working day of the month.
131. No employee may accumulate vacation time beyond the maximum amount of vacation hours which the employee earns in an eighteen (18) month period. In the event an employee has accumulated vacation hours in excess of the amount accruing in a fifteen (15) month period, the employee shall, upon written request of their immediate supervisor, be granted vacation, within ninety (90) calendar days of said request, of sufficient duration to assure that said employee will not "lose" earned vacation benefits. If such vacation is not granted to an extent necessary to assure no loss of vacation benefits, said employee shall be paid at the Bargaining Unit Member's regular rate for each day of vacation which would be accumulated but for the eighteen (18) month limitation provided herein.
132. Vacation Scheduling. An employee may use their vacation at any time during the calendar year. Vacation shall be scheduled in accordance with the following procedure.
133. Vacation Request. An employee may submit a written request for a vacation period at least thirty (30) calendar days prior to the start of the Bargaining Unit Member's vacation period. The employee's immediate supervisor shall have ten (10) working days to either grant or deny the requested vacation period in writing. If the supervisor fails to respond in writing to the employee's request within ten (10) working days from the date the request is submitted to them, the employee shall be entitled to take the vacation at the requested period. Any vacation period granted by the supervisor cannot be rescinded or changed. If the supervisor denies the employee's requested vacation period in writing within the ten (10) working day period, the employee may request another vacation period.
134. Vacation Period – Two Requests for the Same Period. When two (2) or more employees in the same department request the same vacation period at least thirty (30) calendar days prior to the time the period is to commence, the employee with the most departmental seniority will be given preference for the vacation period. Prior to making a time off commitment to a temporary or casual clerical-technical employee that would cause a denial of a vacation request for that same period to a Bargaining Unit member, the supervisor will provide the Bargaining Unit member the opportunity to submit a vacation request. If the Bargaining Unit member submits a vacation request in a timely manner, preference shall be given to the Bargaining Unit member's request.
135. Employees who request vacation periods with less than thirty (30) days' notice will take their vacation periods at a time mutually agreed upon between the employee and the immediate supervisor.

136. An employee who has successfully completed the probationary period shall be paid for any unused vacation hours, no greater than a maximum one year accrual amount, under the provisions of this Article provided the employee gives a two (2) week notice of the Bargaining Unit Member's intent to leave or is laid off pursuant to Article XII.
- a. Employees meeting the foregoing conditions who are terminating their employment with the University between the first through the fifteenth day of the month will receive one-half (1/2) of that month's vacation accrual rounded to the nearest whole hour, and employees terminating between the sixteenth and the last day of the month will receive all of that month's accrual.
 - b. Employees discharged for just cause are not entitled to vacation balance payout.

ARTICLE XVII

SICK TIME

137. A full-time employee shall be entitled to sick time with pay credited at the rate of ten and two-thirds (10.67) hours per month. A regular, part-time and/or reduced annual schedule employee shall be entitled to sick time with pay credited on the basis of the proportion which the Bargaining Unit Member's work schedule bears to full-time employment. The maximum amount of sick time accumulation shall be 1040 hours. If a legal holiday falls during a sick time with pay, the employee shall be paid for the holiday and not charged for sick time. Subject to the limitations set forth in the following paragraphs of this Article in regard to sick time utilization, an employee will be permitted, without docking from the Bargaining Unit Member's regular pay, to utilize sick time hours earned to the next highest full hour increment.
138. Sick time with pay will be authorized for the following reasons:
- a. Acute personal illness or incapacity over which the employee has no reasonable control.
 - b. Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others by the employee's attendance at work.
 - c. Medical and dental treatments to the extent of time required to complete appointments for such treatments when it is not possible to arrange such appointments for non-duty hours.
 - d. Acute and serious personal illness of a husband, wife, dependent child (natural or adopted or step), parent or step parent or those others for whom the employee maintains insurance coverage under paragraph 202, which requires the employee to provide care to said person during the employee's normal work schedule.
139. Paid Disability Leave. Paid Disability Leave shall be defined as a leave in excess of five (5) working days in which payment shall be received from the employee's leave time accruals (sick, vacation or personal) or covered by Short-Term Disability. To be eligible for a paid disability leave, employees must follow the procedures established by the University as administered by a third-party administrator.

The University reserves the right to challenge the disability qualifications of employees requesting paid disability leave. In the event there is a dispute over the disability qualifications between the University and the employee, the dispute shall be processed through the medical dispute procedure as provided in paragraph 140. Should the employee choose not to follow the medical dispute procedure, the employee shall forfeit their eligibility for paid disability leave.

140. Medical Dispute. Medical disputes may arise involving a) an employee's ability to continue to perform their work, b) an employee's ability to return to work, c) a challenge by the University to an employee's request for paid disability leave as defined in paragraph 139. The University will notify the employee and the Association of the intent to implement the medical dispute procedure. The University will act upon the determination and/or advice of its physician, including advice as to whether an examination of an employee is appropriate.
- a. When the University has reason to believe that an employee is unable to continue to perform their job, the University has the right to have the employee examined by an appropriate medical doctor selected by the University. If the employee is not satisfied with the determination of the University's selected physician, the Bargaining Unit Member may submit a report from a medical doctor of their own choosing and at the Bargaining Unit Member's own expense.
 - b. When a question arises regarding an employee's request for a paid disability leave or the employee's ability to return to work from a leave, the University may request additional information from the employee's physician(s) and/or may require an examination by a University selected physician. If the employee is not satisfied with the determination of the University's selected physician, the Bargaining Unit Member may submit a report from a medical doctor of their own choosing and at the Bargaining Unit Member's own expense. (This report may have been submitted prior to the determination of the University's selected physician.)

The University and the Association shall select a third medical doctor to submit a report to the University and the employee. If the University and the Association cannot agree on a third medical doctor, the employee will be examined at an appropriate medical facility other than Crittenton Hospital. The decision of such third medical doctor will be binding on all parties. The expense of the third medical doctor shall be shared equally by the University and the employee. Until the dispute is resolved, the University will continue to rely upon the determination and/or advice of its physician.

141. Short-Term Disability. Effective September 1, 2017, employees shall be eligible for short-term sickness and accident insurance provided they are scheduled to work a minimum of thirty (30) hours per week on a regular basis. The Employer shall pay the full cost of such insurance. Employees will be eligible for enrollment on the first of the month following thirty (30) days of employment. The short-term disability insurance plan provides an employee in active status at the onset of disability (i.e., not on extended non-paid leave or on layoff) with an amount equal to sixty percent (60%) of base weekly salary should the Bargaining Unit Member become disabled due to a covered non-occupational sickness or accidental injury. (An extended non-paid leave is a leave which is in excess of one week.) Disability benefits commence after the employee has been disabled for thirty (30) calendar days, but no earlier than the thirty-first (31st) day of disability, and may continue to be paid for the duration of the disability for up to twenty-two (22) weeks or until the employee becomes eligible for long-term disability benefits, whichever first occurs. Once short-term disability insurance benefits commence payment, the employee must utilize sick, personal and vacation time (equivalent to their normal scheduled hours) to supplement the sixty percent (60%) benefits paid by short-term disability.

Upon exhaustion of all accruals, the Employer will continue to pay group insurance as set forth in paragraphs 198, 200, 201 and 204 for a period not to exceed six months from initial date of disability. The employee is responsible for payment of their portion of health insurance premiums and any voluntary benefits selected during any periods where no accruals are available to supplement pay. Arrangements for these premium payments must be made in advance with the Benefits office. Additionally, the employee will not continue to accrue sick, personal and vacation time while on short-term disability. At the conclusion of the 6-month short-term disability period, if the employee does not return to work, the

employee shall be given the option to continue group health coverage at their expense as provided under COBRA regulations.

142. Long-Term Disability Insurance. The University shall provide to employees who are regularly scheduled to work twenty (20) hours a week or more long-term disability insurance coverage on the first of the month following thirty (30) days of employment. The long-term disability insurance plan shall provide the following benefits:
- a. A monthly income benefit of sixty percent (60%) of pay after six (6) months of total disability not to exceed \$5,000 per month.
 - b. A monthly annuity premium benefit.
143. Sick Time Payout. Members who have worked at Oakland University for thirty (30) years or more at the time of their separation from the University will receive one hundred percent (100%) pay out of their unused sick leave as of the effective date of separation but not to exceed a maximum of eight hundred (800) hours. They do not have to be sixty-five (65) years of age. Any employee hired after February 5, 2001 shall not be eligible for a sick time pay out.

Employees meeting the foregoing conditions who are terminating their employment with the University between the first through the fifteenth day of the month will receive one-half (1/2) of that month's sick leave accrual rounded to the nearest whole hour, and employees terminating between the sixteenth and the last day of the month will receive all of that month's accrual.

ARTICLE XVIII

HOLIDAYS

144. The following days shall be observed as holidays with pay: Thanksgiving Day, the day following Thanksgiving Day, December 24, December 25, December 31, January 1, Memorial Day, Fourth of July, and Labor Day. Additional holiday or recess days may be designated at the sole and absolute discretion of the University.
145. Whenever one of the days observed by the University for a holiday falls on a scheduled day off in the employee's work week, the employee shall receive another day off with pay, the time to be arranged with the Bargaining Unit Member's supervisor. However, since holiday pay for a given holiday is limited to eight (8) hours, an employee on a work schedule of more than eight (8) hours per day exclusive of overtime shall receive eight (8) hours off with holiday pay and may utilize their personal hours or accrued vacation for hours beyond those eight (8).
146. Designated Holidays. Whenever a holiday listed in paragraph 144 falls on a Saturday or Sunday, the University will designate as the paid holiday whatever day is nationally observed. In the absence of a national observance day, if the holiday falls on a Saturday, the previous Friday will be observed and if a holiday falls on a Sunday, the following Monday will be observed. If December 25 and January 1 fall on a Saturday, the previous Thursday and Friday will be observed as paid holidays. If December 25 and January 1 fall on a Sunday, the previous Friday and the following Monday will be observed as paid holidays. If December 25 and January 1 fall on a Monday, that Monday and the following Tuesday will be observed as paid holidays.

147. Pay for Working on Holidays. An employee who works on a scheduled holiday shall be paid at the employee's overtime rate for all hours worked and receive regular pay for the holiday.
148. Holiday Recess. An employee who is not scheduled to work during the holiday recess period between the Christmas and New Year's holidays will be granted recess days for those scheduled work days which are not designated as paid holidays by the University. If the employee is scheduled to work on recess days during this holiday period, the employee shall be paid at the employee's overtime rate for all hours worked and receive regular pay for the recess day(s).
149. If any employee is absent without pay on the working day immediately preceding or immediately following the holiday, the Bargaining Unit Member shall not be paid for the holiday unless their absence is excused. If an employee is laid off for the period between the end of the fall term and the beginning of the winter term because of lack of work, the Bargaining Unit Member shall receive the same holiday pay given to the rest of the employees. Incumbents in less-than-twelve month positions whose first working day after the scheduled non-work period falls on a holiday will receive holiday pay. Employees who are returning from an Article XXI leave will receive holiday pay only if they are at work the working day prior to the holiday.
150. A part-time employee shall be entitled to holidays with pay based on the proportion which the Bargaining Unit Member's work schedule bears to full-time employment.

ARTICLE XIX

PERSONAL TIME

151. Three (3) days of personal time with pay shall be granted annually to each full-time Bargaining Unit employee as of July 1st. This personal time shall be for the purpose of attending to or caring for personal matters that cannot be scheduled other than during normal working hours. Personal time cannot be utilized for vacation or recreational purposes. Personal time shall be utilized and charged to the employee in increments of not less than one (1) hour. Personal time shall not be retained beyond June 30th of each year. Each full-time Bargaining Unit employee who is hired on or after July 1st shall be credited with the following amounts of personal time:

<u>When Hired</u>	<u>Hours Granted</u>
July through September	24
October through December	18
January through March	12
April through May	6
June	0

Full-time Bargaining Unit employees scheduled to work less than twelve (12) months during the fiscal year shall be granted prorated personal time in accordance with this schedule:

<u>Yearly Work Schedule</u>	<u>Hours Granted</u>
9-12 Months	24
8 Months	18

152. A part-time employee shall be credited with personal leave days based on the proportion which the Bargaining Unit Member's work schedule bears to full-time employment.

ARTICLE XX

TIME OFF WITH PAY

153. Bereavement Time. In the event of a death in an employee's immediate family, the employee will receive bereavement time with pay from the day of death until seven (7) days following the funeral, provided the period does not exceed five (5) working days for spouse, child and parent or three (3) working days for all other immediate family as follows: brother, sister, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, grandparent, grandchild, step-parent, step-child, step-sister/brother, half-sister/brother and those others for whom the employee maintains insurance coverage under paragraph 202.
154. In the event of a death of an employee's uncle, aunt, nephew, niece or grandparent-in-law, the employee will receive bereavement time with pay on the day of the funeral.
155. Jury Duty and Mandatory Court Appearances. An employee will be excused from work without loss of compensation when ordered to jury duty or to testify as a witness in a judicial action (if the employee is not appearing as a witness for the plaintiff in a charge against the University and the employee is neither the plaintiff nor the defendant in the judicial action). The employee shall provide the University a written statement from the court showing the days served in a jury or witness capacity and fees received. The employee shall refund the University, through direct admittance (jury duty check) or via personal checks a sum equal to that amount received, except allowances for meals and travel.
156. Official Closing of the University. Employees who report for work and do work, with the authorization of the immediate supervisor, when the University is officially closed due to adverse weather conditions or non-functioning of University mechanical systems shall receive compensatory time off at the rate of one hour for each hour of work actually performed on the date the University was officially closed. Such compensatory time shall be consumed within the next pay period, at a time to be mutually agreed upon between the employee and the immediate supervisor.
157. Short Military Tours of Duty. Bargaining Unit employees who belong to the National Guard, Officer Reserve Corps, or similar military organizations, will be allowed the normal fifteen (15) days leave-of-absence when ordered to active duty for training. In the event these same employees are ordered to active duty for the purpose of handling civil disorders, they will be allowed a maximum of ten (10) days leave of absence during a fiscal year. The University will pay the difference between the employee's military pay and regular pay if the Bargaining Unit Member's military pay is less during the period of leave set forth above. If the employee takes military leave during their vacation the Bargaining Unit Member will receive full pay.

ARTICLE XXI

EXTENDED LEAVES

158. Family and Medical Leave Act (FMLA). Notwithstanding any other provisions of this Agreement, including leave of absence provisions, the University will provide to employees represented by the Bargaining Unit all leave and medical benefits prescribed by the Family and Medical Leave Act of 1993 (FMLA). To the extent that FMLA provides benefits beyond those contained in the Agreement, FMLA shall be followed. To the extent that other provisions in this Agreement provide benefits beyond those in FMLA, these contract provisions shall be followed. Otherwise, administration of all other contractual

provisions and provisions of FMLA shall be coordinated in accordance with procedures adopted by the University consistent with the provisions of the Act. If any requirement of the FMLA conflicts with any other provisions of this Agreement, the Act shall be followed and the contrary provision of this Agreement shall be considered null and inoperative.

159. General Provisions: Position Status. At the time of the initial request and any request for renewal of a leave of absence without pay, the University shall make one of the following determinations:
- i. The employee's position will be held open for the Bargaining Unit Member.
 - ii. The employee's position cannot be held open, but a comparable position will be available in the department.
 - iii. The employee's position cannot be held, but the employee will have the first interview opportunity for any opening for which the Bargaining Unit Member is qualified. ("First interview opportunity" means being able to apply for a position during the first five (5) day posting period.)

The employee will be notified of the university's determination no later than ten (10) working days prior to the leave of absence without pay or renewal of such leave effective date.

160. Personal Leave of Absence. An employee who has completed the probationary period may be granted a leave of absence without pay for up to three (3) months upon approval by the University. Any request for a leave of absence shall be submitted in writing. The request shall state the reason the leave is being requested and the approximate length of time off the employee desires. A written request may be made to extend a leave of absence for additional three (3) month periods, but the total leave time shall not exceed one (1) year. A leave of absence will not be granted for the purpose of obtaining employment elsewhere. An employee granted a personal leave of absence shall retain all accumulated sick time, vacation time and personal time accrued as of the date the leave begins. If the personal leave is for two months or more, the employee, upon written request, will be paid for some or all of the Bargaining Unit Member's accrued vacation time at the time the leave commences. If the employee is not in contact with the Human Resources Department before the approved personal leave time has elapsed, they will be considered a voluntary resignation from the University.
161. Illness or Disability Leave. Subject to the restrictions of paragraph 165 relating to a combination of leaves, an employee who has completed the probationary period shall be granted a leave of absence due to illness or disability for such period of time as their physician shall state the Bargaining Unit Member is unable to work, up to a maximum of two (2) years. The physician's statement shall be required prior to the beginning of an illness or disability leave, and a physical examination shall be required before the employee returns to work.
162. Extended Military Leave. Upon application, an extended military leave of absence without pay will be granted. This leave is available to Bargaining Unit employees who are inducted through the Selective Service or voluntary enlistment, or who are called to active duty by the National Guard or Reserves into the Armed Forces of the United States. An employee granted an extended military leave of absence shall retain all accumulated sick time, vacation time and personal time accrued as of the date the leave begins. If the extended military leave is for two months or more, the employee, upon written request, will be paid for some or all of the Bargaining Unit Member's accrued vacation time at the time the leave commences.
163. Association Business Leave. A Bargaining Unit Member, when elected or appointed to an office of the MEA/NEA and in regular discharge of the duties thereof, shall be granted a leave of absence without pay for the period of the Bargaining Unit Member's service with the Association. A leave of absence for a

period of one (1) year or more for Association business shall be renewed annually in response to a written request received prior to the expiration of the leave. Seniority will be accumulated during the leave of absence and may be exercised at the expiration of the leave to return to a comparable position in the Bargaining Unit as outlined in paragraph 169. The seniority may not be used relative to any Bargaining Unit benefit. An employee granted an Association Business leave of absence shall retain all accumulated sick time, vacation time and personal time accrued as of the date the leave begins. If the Association Business leave is for two months or more, the employee, upon written request, will be paid for some or all of the Bargaining Unit Member's accrued vacation time at the time the leave commences.

164. Political Leave. A Bargaining Unit Member when elected or appointed to an office of public service which requires the Bargaining Unit Member to serve full-time in order to fulfill the obligations of the office, shall be granted a leave of absence without pay for the period of the Bargaining Unit Member's service in the office. A leave of absence for a period of one (1) year or more for political leave shall be renewed annually in response to a written request received prior to the expiration of the leave. Seniority will be accumulated during the leave of absence and may be exercised at the expiration of the leave to return to a comparable position in the Bargaining Unit as outlined in paragraph 169. The seniority may not be used relative to any Bargaining Unit benefit. An employee granted a political leave of absence shall retain all accumulated sick time, vacation time and personal time accrued as of the date the leave begins. If the political leave is for two months or more, the employee, upon written request, will be paid for some or all of the Bargaining Unit Member's accrued vacation time at the time the leave commences.
165. Combination of Leaves. If an employee's position is being held while the employee is on one type of Article XXI leave and their circumstances change, the Bargaining Unit Member may request another type of Article XXI leave. If the employee's position is not being held, the Bargaining Unit Member may not request another type of leave. In no event will any combination of personal leaves and illness or disability leaves extend beyond two (2) years.
166. Limitation. An employee who, under the provisions of this Article, (a) obtains a leave by deceit or false pretense, or (b) during such leave or any extension of it, engages in any other employment or contract work (other than that required by military service, political leave, Association business leave or employment while a full-time student while on a leave for educational purposes) without University approval, or (c) without a reasonable and valid excuse and proven diligent effort to notify the University in advance, fails to report for work on expiration of such leave or any extension of it, will be deemed to have resigned.
167. Return from Non-Medical Leave. An employee who takes a Non-Medical leave of absence for an approved period from a position that is to be held open until the Bargaining Unit Member returns shall be given a written communication by their immediate supervisor approving the leave, with the period of the leave specifically stated. The employee shall return to that position on the working day following the expiration date of the approved leave period, or to a previously designated comparable position in the department, unless another return date is agreed to in writing by the Bargaining Unit Member's immediate supervisor.
168. An employee for whom first interview opportunities are available shall contact the Human Resources Employment Services Office in writing at least ten (10) working days prior to the expiration of a leave of absence in order to be a candidate for open positions. The University's obligation to place an employee shall cease when the employee has turned down three (3) interview opportunities or two (2) job offers for a comparable position. At that time, the employee will be terminated without prejudice.
169. Return from Association Business or Political Leave. An employee who is returning from Association Business or Political leave shall notify the University in writing of the Bargaining Unit Member's intent

to return at least thirty (30) days in advance of the date of their intended return. The employee will be placed, as outlined in paragraph 180, in the first vacant position for which the Bargaining Unit Member is qualified and which most closely approximates the salary grade level of the employee prior to the leave of absence.

170. Salary Upon Return From a Leave. An employee who returns from a leave of absence without pay to a position with the same salary grade shall be placed at the same step ("Start", "Probation", or "Standard") of the salary grade or the same percentage of the salary range that the Bargaining Unit Member was in before going on leave. When a general salary increase occurs while the employee is on leave, the salary on reinstatement will be increased by such general increase. An employee who returns from a leave and is reinstated in a salary grade that is different than the grade the Bargaining Unit Member had before going on leave shall have their new salary rate established at the time of their reinstatement.
171. Benefits While on Extended Leave Without Pay. The University will not bear the cost of the continuation of benefits for a Bargaining Unit employee on an unpaid leave of absence. An employee who takes an approved extended leave without pay shall contact the Benefit and Compensation Services Office prior to the beginning of the leave to arrange for applicable continuation of coverage. Such continuation is subject to the provisions and limitations of the group benefits policies. Upon return from an extended leave, the employee shall contact the Benefit and Compensation Services Office to re-enroll for benefits coverage. Benefits coverage is not automatically reinstated upon return from leave.

ARTICLE XXII

CLASSIFICATIONS AND GRADES

172. Classification and Salary Grades. All positions in the Bargaining Unit are identified by title, salary grade, basic functions and responsibilities, characteristic duties, supervision received, minimum required qualifications and/or additional qualifications.
- a. New Classifications and Changed Classifications. The University has the right to create new classifications or change existing classifications. Changing an existing classification can include either an upgrade or a downgrade. The University will assign each newly created or changed classification a title, salary grade, basic functions and responsibilities, characteristic duties, supervision received, minimum required qualifications and/or additional qualifications.
 - b. Notice. The University will give the Association written notification including a new or changed classification description for each position before it is posted, at which time the Association shall provide input prior to the posting process. The Association may file a grievance on the classification of the position during a twenty (20) working day period following the date of notification.
 - c. Salary Grade Negotiations. The Association will notify the University within twenty (20) working days if the Association disagrees with the salary grade assigned by the University for any newly created or changed classifications. The parties will then meet for no more than thirty (30) working days unless otherwise agreed to by the parties in writing, to negotiate the salary grade for such newly created or changed classification.
 - d. Grievance Procedure. If the parties' salary grade negotiations are not successful, the Association may file a grievance at the third step of the grievance procedure pursuant to Article VIII.

173. Position Change. A Bargaining Unit employee working in a position which is changed by the assignment of duties, responsibilities or increased skill level that, in the opinion of the employee or the Association, justifies a change in the grade of the position may request the salary grade for the position be reviewed by completing a Clerical-Technical Classification Questionnaire, obtaining appropriate signatures and forwarding to Human Resources for review. Retroactivity date will be effective on the employee's signature date on the questionnaire and applicable to such salary grade, if any.

ARTICLE XXIII

POSTING AND FILLING VACANCIES

174. For the purpose of this Agreement, a vacancy shall mean an unoccupied Bargaining Unit position.
175. Position Postings. Postings of position vacancies and/or new positions established in the Bargaining Unit shall include the following:
- a. Date of the posting.
 - b. Department where vacancy exists.
 - c. Position Title.
 - d. Salary Range/Pay Rate.
 - e. Position Purpose.
 - f. Minimum "required" qualifications, as listed in Appendix C, will remain the same for each posting of the same position, except as modified by inclusion of appropriate "additional" qualifications. The minimum qualifications for a specific position shall include any qualifications which are applicable under the designated caption "additional qualifications" on the job posting. An electronic countersignature by OUPSA MEA/NEA shall occur within two (2) business days of receipt of modified posting.
 - g. Number of hours in the work week.
 - h. Position Number.
 - i. Employee Group/Grade.
 - j. Grant funding status.
176. Work Samples. Any tests or work samples that are to be administered will be done by Human Resources. Any work sample used to assess proficiency in specialized applications (as specified on the posting) will remain unchanged as long as the position remains unchanged. Human Resources and the Association will review any new work samples for appropriateness.
177. Skills Assessment. A skills assessment will be utilized for all applicants.
- a. The minimum "required" qualifications as identified in Appendix C, and additional qualifications to assess proficiency in the applications of word processing, spreadsheet, and database shall be

demonstrated through an assessment tool. The required skill level of beginning, intermediate, or advanced shall be defined by the following chart or as specified on the job posting:

GRADE	WORD PROCESSING	SPREADSHEET	DATABASE
C-3	Beginning	Beginning	Beginning
C-4	Beginning	Beginning	Beginning
C-5	Beginning/Intermediate	Beginning/Intermediate	Beginning/Intermediate
C-6	Beginning/Intermediate	Beginning/Intermediate	Beginning/Intermediate
C-7	Intermediate	Intermediate	Intermediate
C-8	Intermediate	Intermediate	Intermediate/Advanced
C-9	Intermediate	Intermediate	Intermediate/Advanced
C-10	Intermediate	Intermediate	Intermediate/Advanced

- b. The minimum “required” qualifications to assess proficiency in grammar and spelling shall be demonstrated through an assessment tool. The required skill level of beginning, intermediate and advanced shall be defined by the Employer.
- c. Qualifications to assess proficiency in specialized applications (as specified on the posting) shall be demonstrated through an assessment tool and/or work sample. The required skill level shall be applicable to the position as defined by the Employer.
- d. The assessment tool will be used as a work sample administered to applicants. All internal applicants will be required to complete the computerized assessment which will be used as a factor in determining the final candidate selection. The assessment tool will not be used as a pass/fail test. No internal applicant will be denied an interview based on the Bargaining Unit Member’s assessment score. Hiring supervisors may use the results to compare all applicants. Internal applicants who have completed the applicable assessment within the previous twenty-four (24) months may elect to have those prior assessment scores, which will be on file in Human Resources, used for consideration by the hiring supervisor or their designee.
- e. A bargaining unit member may choose to complete the skills assessment tool(s) upon request to Human Resources. After completing any specific assessment for the first time, an individual may take it a second time within a month. Thereafter, the individual may complete an assessment no more than once each month or upon application for a position. Human Resources will have ultimate responsibility to see that all assessments are administered and conducted properly.
- f. The assessment tool will be upgraded in conjunction with technology advancements. The University shall provide notification to the Association at least ninety (90) calendar days in advance of the implementation of any assessment tool upgrades. The applicant shall be provided with the choice of testing on the current assessment tool or the upgrade.

178. Vacancy Specifications. The posted specifications for the position shall relate to the characteristic duties of the position.

179. Posting Period. Vacancies, which the University has decided to fill, will be posted within thirty (30) calendar days of the date the vacancy occurred. A notice of any vacancy in the Bargaining Unit shall be posted on the University Bulletin Board for a minimum period of five (5) working days. If the University is unable to fill a position within ninety (90) calendar days it will notify the Association as to the reason why.

180. A vacancy which is to be filled by a person returning from a political or Association business leave or through the layoff procedure shall be marked “To be filled by the layoff procedure” or “To be filled by return from political or Association business leave” and other applicants will not be considered for that vacancy.
181. Posting Procedure. Two (2) working days prior to posting, an electronic copy will be supplied to the Association for distribution to Association members. The University will grant Association Representatives release time to permit compliance with the required posting period.
182. Application for Vacancies. A Bargaining Unit employee who has completed at least six (6) months in their current position may apply for the posted position by completing an online employment application with Human Resources. Human Resources will directly notify all Bargaining Unit applicants within five (5) working days from the date of their application whether they are qualified or not qualified for the position, based on information known by the Human Resources at that time. Upon request to Human Resources, applicants who were not qualified for the position will be given the basis upon which the decision was made. An application for a position shall not adversely affect an employee’s status in the Bargaining Unit Member’s present position.
183. Selection Basis. All qualified Bargaining Unit applicants will be offered an interview. External applicants may be considered for posted vacancies along with Bargaining Unit applicants; but unless the external applicant is better qualified, the Bargaining Unit applicant will receive hiring preference. If two or more Bargaining Unit members are equally qualified and one of them is to be selected to fill the vacancy, the applicant with the most Bargaining Unit seniority will be selected. The hiring supervisor will then select the applicant whom they believe to be the best qualified. Should no internal candidates apply for the position, external applicants may be deemed qualified if they have relevant education in lieu of clerical experience.
184. Notification. The successful applicant will be notified by the Employment Services Office of the position offer. All internal applicants not selected to fill the vacancy will be directly notified by the Human Resources within five (5) working days following the date of the selection. Upon request to the Human Resources, unsuccessful applicants will be given the basis on which the best qualified applicant was selected.
185. Trial Period. The successful applicant will have a ten (10) working day trial period in the new position. During this trial period the employee’s prior position shall be held available for the employee to return to.

At any time during the trial period the employee shall have the right to return to the Bargaining Unit Member’s former position, for any reason, by notifying the Association and Human Resources of their desire to return to their former position. There will be no other negative repercussions to the employee.

The employee’s supervisor shall have the trial period to assess if the employee is being successful in the new position. If the supervisor determines, using only legitimate business reasons, that the employee is not succeeding in the new position Human Resources will notify the Association in writing stating the specific reasons and have the employee returned to the Bargaining Unit Member’s former position.

186. Accelerated Grievance Procedure – Posting and Filling of Vacancies.
- a. The parties agree to accelerate the grievance procedure outlined in Article VIII for grievances that arise under Article XXIII, paragraphs 175 through 183 by processing such grievances in accordance with the following supplemental accelerated grievance procedure. The grievance procedure in Article VIII remains in effect for all other grievances.

Step I. When a potential grievance arises concerning the specifications of a posted position, the qualifications of an employee for a position or the selection of the successful applicant for a position, the Association Representative will contact the Employment Services Manager and inform them of the potential grievance. The Employment Services Manager will, within two (2) working days, convene a meeting which will include the Employment Services Manager, the appropriate University supervisor, and the Association's appropriate Association and/or Grievance Committee Representative under whose jurisdiction the potential grievance falls, to discuss the grievance and attempt to reach a resolution.

Step II. Failure to resolve the potential grievance at the Step I meeting moves the potential grievance to Step III and the convening of a regular Step III meeting within two (2) days. The Association, prior to this meeting, will reduce such grievance to a formal written grievance and submit it to the Human Resources Department. The written grievance will be a subject of discussion at the Step III meeting. The meeting will include the Employment Services Manager (or designee), the appropriate University supervisor, the Human Resources Administrator (or designee), the Association's Grievance Committee and Uniserv Director.

- b. All provisions of Article VIII following Step III remain in effect under this accelerated procedure.
- c. If any part of the selection process is under review by the Association through the accelerated grievance procedure, the position will not be filled prior to the completion of the procedure's third step.
- d. Copies of employee and external applicants' relevant job information will be made available by the Employment Services Office to Association Representatives for review for the purposes of investigating potential or actual grievances.

ARTICLE XXIV

RETIREMENT BENEFITS

187. Multiple Option Retirement Program.

- a. The University shall provide all employees who are regularly scheduled to work thirty (30) or more hours per week and who have completed three (3) or more years of service the option of participating in the Multiple Option Retirement Program. Employees may enroll in the program after completion of thirty-six (36) months of active service. If employees fail to enroll when first eligible, they may enroll at any time thereafter, but participation cannot be made retroactive.
- b. Oakland currently sponsors 403(b)/457(b) defined contribution retirement plans (the "Plan(s)") providing for: (i) employer contributions as provided in this Agreement; and (ii) participant elective deferrals up to the maximum allowed by law. The Plan(s) shall include multiple participant investment options spanning the risk spectrum. The University shall select one or more third-party recordkeeper(s) to administer the Plan(s). The initial recordkeeper(s), and any successor recordkeeper(s), will be selected through an RFP or RFQ process that includes a selection committee. The University will invite one Association member to participate on the selection committee. The selection committee will make a final recommendation to the Plan(s) fiduciary(ies). If the Plan(s) fiduciary(ies) intends to select a recordkeeper(s) other than Fidelity or TIAA, then the parties shall begin to bargain over the selection of the recordkeeper(s), within thirty (30) calendar days of the

Plan(s) fiduciary's(ies') written notice to the Association of their intent. In addition, meetings of the Investment Committee may be attended by a representative of the Association.

- c. Effective July 1, 1999, the University shall contribute fourteen percent (14%) of each participating employee's salary on a monthly basis. The University's contribution and any additional employee contributions are fully vested and the dollar value is based on entry date, earnings, and years of participation, coupled with interest and earnings experience of the vehicle selected. The University does not guarantee a return of principal or earnings on investments.

188. Retirement Eligibility Status. Normal retirement for an employee shall occur at age sixty-five (65) with fifteen (15) years of service. An employee, to be eligible for earlier retirement, must meet one of the following conditions:

- a. have attained age sixty-two (62) and attained fifteen (15) years of full-time active service, or
- b. have completed twenty-five (25) years of full-time service regardless of age.

Part-time employees who become full-time employees shall be awarded retirement credit at the rate of fifty percent (50%) for each year up to ten (10) part-time years worked for a maximum retirement credit of five (5) years.

189. Oakland University Non-Contributory Retirement Plan: Frozen.

- a. Those employees whose benefits in the Non-Con Plan were frozen as of June 30, 1973, are also eligible to participate in the Multiple Option Retirement Program as described in paragraph 187. To be eligible for retirement benefits under the Non-Con Plan, an employee must achieve retirement eligibility status as defined under paragraph 188.
- b. Payment of Frozen Non-Con Pension:
 - i. The full annual frozen Non-Con retirement pension for persons meeting the requirements of sub-paragraph 189a above, shall commence at the first of the month following attainment of age sixty-five (65) if retirement has occurred. If retirement occurs between ages sixty-two (62) and sixty-five (65), pension benefits may begin prior to age sixty-five (65); but the benefits will be actuarially reduced to the extent retirement occurs prior to age sixty-five (65).
 - ii. A person who meets the requirements of sub-paragraph 189b above may retire at any time with Non-Con pension benefits to commence the first of the month following retirement. These benefits will be actuarially reduced to the extent retirement occurs prior to age sixty-five (65).
- c. The Non-Con frozen pension will be determined as described below:
 - i. Service credits for the determination of the pension shall be one percent (1%) for each of the first ten (10) years of continuous employment and two percent (2%) for each year thereafter. However, no service after June 30, 1973 shall be considered in these calculations.
 - ii. The pension amount shall be determined by multiplying the employee's annual earnings for the year ended June 30, 1973, by the Bargaining Unit Member's service credits as of that date and then adding ten percent (10%).

- d. A clear and concise written statement of the effective date of the benefits and the terms and conditions thereof shall be provided to the employee prior to the date said person retires. In the event the employee must make or may make any election in regard to the benefit provided under the Plan, the Bargaining Unit Member shall be advised in writing in clear and concise terms of the options available not less than thirty (30) days prior to the date said election must be made. The employee shall have thirty (30) days following receipt of said statement to make said decision.
- e. Receipt of benefits under this paragraph is independent of status under the Multiple Option Retirement Program. Similarly, an employee who retires (terminates) without meeting the minimum age and service provisions as described in paragraph 187 is not barred from receiving a retirement pension from contributions made to the Multiple Option Retirement Program under paragraph 187.

190. Supplemental Retirement Plans. The University shall provide all employees who are regularly scheduled to work twenty (20) or more hours per week the option of investing, at their expense, in supplemental retirement tax-deferred vehicles as identified in paragraph 189b, subject to conditions established by the respective companies. Monthly contributions to this program must equal at least \$25.00.

191. Financial Assurance. In order to provide assurance to the Association with regard to the Non-Contributory Retirement Plan, the University will provide the Association with a copy of its annual audited financial statements which will report on the adequacy of funding of the plan. If a report on the adequacy of funding the plan is not provided in the annual audited financial statements, a separate statement will be provided to the Association by the University.

192. Hospital Medical Insurance for Retirees. An employee who is retired, has attained age sixty-five (65), has at least fifteen (15) years of full-time active service and was hired on or before December 31, 2006 shall be eligible for hospital-medical insurance to supplement Medicare Parts A and B as follows:

Effective January 1, 1994, if the retiree is in a University Blue-Cross/Blue Shield of Michigan (BCBSM) group plan at the time of retirement, the currently available plans for Medicare complementary coverage shall be the BCBSM Blue Traditional Supplemental – Exact Fill Coverage (with Master Medical \$100/\$200 Deductible) plan or Blue Traditional Supplemental – Blue Cross Option 2/Blue Shield Option 1 (with Master Medical 65) plan.

If the retiree is in a University HMO plan, Medicare complementary coverage shall be through that plan. Available Medicare complementary plans and the provisions of those plans in the future years are subject to negotiations between the University and the Association. For persons who have retired by April 30, 1994, the University shall continue to pay the full cost of the monthly premium for the available Medicare complementary plan selected for participation.

An Employee hired on or before December 31, 2006 will be eligible for University monthly premium contributions towards Medicare complementary coverage. For all other persons who retire, the University's monthly contribution, for single party coverage only, towards Medicare complementary shall be:

\$343.02 plus an additional four percent (4%) in future years for persons who retired on or after May 1, 1994, but on or before December 31, 2007; and

\$343.02 with no additional percentage increase in future years for persons who retire on or after January 1, 2008.

Additionally, if the retiree is age sixty-five (65) or older, the retiree's spouse is eligible for continued coverage (supplement to Medicare if the spouse is age sixty-five (65) or older or continued coverage under a University group medical plan for those not eligible for Medicare). The University's monthly contribution for the premiums for spousal coverage shall be as follows: (a) if the plan is Medicare complementary coverage, the University contribution shall be the same as for the retiree as described above; (b) if the coverage is for a spouse under age sixty-five (65) the University contribution shall be limited to the amount contributed by the University for single coverage in that same group health plan for active employees. Any premium costs for hospital-medical coverage beyond the University contribution as described above shall be the responsibility of the retiree or the retiree's surviving spouse who shall be required to make arrangements with the Oakland University Benefit and Compensation Services Office to pay for such monthly premium costs. Continued premium contributions from the University are subject to timely monthly payments from the retiree or surviving spouse of amounts beyond the University contribution.

Employees hired on or after January 1, 2007 will be eligible for participation only in the University's Medicare complementary coverage for both retiree and spouse with the full premium cost at the prevailing retiree rates to be paid by the retiree ("Access Only").

Beginning calendar year 2009, employees who were full-time active employees on December 31, 2007 are eligible for an annual lump sum of \$500. Contributions will be made in January of the respective calendar year.

The University will establish an Early Retiree Medical Fund (Fund) from which monthly premium costs of participation in a group health plan at the University may be paid for an employee who retires after July 1, 1987 and the Bargaining Unit Member's spouse after the retiree attains age sixty-two (62) and until they become eligible for the coverage at age sixty-five (65) described immediately above. The retiree must have retired in accordance with the provisions of paragraph 188 (Retirement Eligibility Status). The University will make the following contributions to the Fund:

\$68,000 on July 1, 2017
\$70,000 on July 1, 2018
\$72,000 on July 1, 2019
\$74,000 on July 1, 2020

Amounts not used during one fiscal year will be carried over to the next fiscal year. If requests are in excess of available funding, remaining funds will be prorated among those who qualify. In no event will premium payments from this Fund exceed University contributions for active employees for like coverage. The retiree must make advance arrangements with the Benefit and Compensation Services Office to pay whatever premium costs for this coverage are not paid from the Fund or the coverage will not be provided.

A retiree with twenty-five (25) years of full-time service who has not attained age sixty-two (62) may elect to continue group hospital-medical coverage at their expense by making advance arrangements with the Benefit and Compensation Services Office. Upon attainment of age sixty-two (62) the retiree would then become eligible for premium payments to be paid from the Fund along with other retirees between the ages of sixty-two (62) and sixty-five (65). If the Fund is depleted, the retiree will be able to maintain their benefits at their own expense.

Eligibility for coverage at age sixty-five (65) at University expense or for coverage between age sixty-two (62) and sixty-five (65) supported by the Fund depends upon continued participation in the group hospital-medical plan following termination from active service. Beginning January 1, 2008, the benefit

will be for the member only. All members in the Fund as of December 31, 2007 will be grandfathered at current marital status. Insurance benefits for spouses and/or dependents of members retiring January 1, 2008 and beyond will be paid for by the retiree ("Access Only").

In the event that the eligibility age for Medicare Parts A and B is raised beyond sixty-five (65), the revised eligibility age shall be substituted in this paragraph wherever age sixty-five (65) is cited. The retiree's eligibility for benefits from the Early Retiree Medical Premium fund as described above would be extended until attainment of the revised Medicare eligibility age, and eligibility for Medicare complementary coverage would occur upon attainment of the revised Medicare eligibility age.

ARTICLE XXV

MEDICAL BENEFITS

193. Should the University substitute one carrier for another, any substitution shall provide equivalent coverage. No changes shall take place in the plans listed in paragraph 198 during the period of this agreement without consultation with the Association; changes not mandated by the insurance providers may only be implemented with consent of the Association.
194. Insurance Premiums – Employment Interruption. Employees who have their employment interrupted by scheduled layoffs, leaves of absence or disability sick leaves and are not eligible or do not elect to take sick days, personal days, or vacation days may continue their insurance coverage which is currently provided by the University for no longer than two (2) years. Employees who elect to keep their insurance coverage in effect must pay the required monthly premiums in advance for the period which is permitted under each individual insurance plan. Retroactive premium payments by an employee are not permitted under any of the insurance plans. Employees must make all arrangements for paying the required premiums with the Benefit and Compensation Services Office.
195. Open Enrollment. There will be an open enrollment period for the medical, vision, dental, employee paid life insurance, and accidental death and dismemberment insurance plans. Enrollment in these plans is open to all eligible employees on the first day of the month following thirty (30) days of employment. The open enrollment period will be held at least on an annual basis and is subject to carrier approval. Eligible employees will receive notification of the dates that the open enrollment will be held.
196. Premium Conversion. As permitted by law, the employer shall establish a pre-tax medical insurance plan. Each employee who elects coverage under the employer's group medical plan shall automatically be considered to have elected participation in the pre-tax medical insurance plan, unless the employee affirmatively elects to receive full compensation.
197. Flexible Benefits Options. Should the University choose to develop a Cafeteria style flexible benefits plan, the Association may participate in design and review of such plan. If the University arranges flexible benefits options for any other non-faculty employee group, such options may be made available to OUPSA MEA/NEA represented employees subject to a Letter of Agreement between the Association and the University.
198. Medical Insurance. The University will provide comprehensive health insurance plans as described in subparagraphs (A) and (B), below for all full-time and part-time Bargaining Unit employees who work a minimum of twenty (20) hours a week or one thousand forty (1,040) hours over at least an eight (8) month period.

Eligibility for this benefit will commence on the first day of the month following thirty (30) days of employment.

The employee must complete enrollment forms within thirty (30) days of employment. The University's contribution for the monthly premium for this coverage shall be as follows:

The University shall make a monthly contribution equal to ninety-five percent (95%) of the cost of the least-cost HMO Plan for the respective level of coverage (single, two-party, family). Effective January 1, 2021, a monthly contribution equal to ninety percent (90%) will be made. If the monthly premium for another medical plan selected by the employee is greater than the University contribution, the employee shall pay the difference.

Coverage continues to the end of the month if the employee resigns, is terminated, or is laid off. An employee on leave without pay or on layoff status shall be offered continuation of healthcare insurance coverage (COBRA) as required by law.

If a program of national health care coverage becomes available, Oakland shall be required to pay no more toward national health insurance and the health care coverage described under this Article than it has agreed to pay in this paragraph 198. If any plan is likely to be deemed a "Cadillac Plan" under the Affordable Care Act as of January 1, 2020, then that plan will no longer be offered by Oakland as of January 1, 2020 or the date it becomes effective by law.

The following Blue Cross Blue Shield of Michigan (BCBSM) PPO plan is available:

A. PPO Plan

\$20 co-pay for office/urgent care visits in a network physician's office.

\$250 single/\$500 family calendar year deductible in-network and \$500 single/\$1,000 family deductible non-network.

\$1,250 single/\$2,500 family annual out of pocket max in-network and \$3,500 single/\$7,000 family out of pocket max out of network.

When services are provided by the PPO Plan provider, it pays eighty percent (80%) of the reasonable amount as determined by the carrier after deductibles and the participant is responsible for the remaining charges. If services are received from a provider who is not a member of the PPO Plan network, the plan pays sixty percent (60%) of the reasonable amount as determined by the carrier and the participant is responsible for the remaining charges. Specific policy terms are those in the executed insurance contract with the carrier.

Medical benefits shall be provided as agreed to by the University and the Association. Coverage information will be on file in Human Resources and additional information will be provided by the medical carriers.

The PPO Plan is subject to specific to specific carrier policy provisions and the Group Operating Agreements between Oakland University and the carrier.

B. Health Maintenance Organizations.

The University offers multiple HMO Plans. All HMOs will offer two (2) levels of benefits – Enhanced and Standard. The chart below contains the key features of all HMOs. A detailed description, including how members will qualify for the Enhanced or Standard coverage, will be provided in the annual open enrollment materials that are distributed to each member.

	Enhanced	Standard
Deductible (Single/Family)	\$0	\$200/\$400
Co-Insurance	N/A	80%/20%
Out of Pocket Max (including deductible)	N/A	\$2,200/\$4,400
Office/Urgent Care Co-Pay	\$20	\$30
Prescription Co-Pay		
Generic	\$7	\$10
Preferred Brand Name	\$15	\$20
Non-Preferred Brand Name	\$30	\$50

Note: the Standard Prescription Co-Pays for Priority Health are \$7/\$15/\$30

Information about Plan benefits, plan design and open enrollment materials may be obtained from the University's Benefit and Compensation Services Office and will be provided by the medical carriers. All benefits of the HMO plans are subject to specific HMO policy provisions and the Group Operating Agreements between Oakland University and the HMO.

199. Medical Insurance Opt Out. Employees who are covered by another health insurance plan shall have the option to decline health insurance coverage from the University. Employees who elect to opt out of the health insurance coverage shall be paid \$1,000 per year by the University. A signed waiver form must be completed and submitted to the Benefit and Compensation Services Office every year during open enrollment to be eligible for the opt out payment.

Employees who are hired after January 1 or who experience a life-altering event may elect payment in lieu of enrollment, but will be paid on a prorated basis. An employee must provide proof of other health insurance prior to being authorized to opt out and receive payment.

ARTICLE XXVI

DENTAL BENEFITS

200. Dental Insurance. The University will provide a comprehensive dental insurance plan for all full-time and part-time employees who work a minimum of twenty (20) hours a week or one thousand forty (1,040) hours over at least an eight (8) month period in the Bargaining Unit at no cost to the employee and employees will be eligible on the first day of the month following thirty (30) days of employment. The plan contains the following benefits for enrolled employees and eligible dependents as herein defined.

	PPO Member Dentist	Premier	Non-Participating Dentist
Deductible	None	None	None
Annual Maximum (applies to Class I, II and III)	\$1,000 per person	\$1,000 per person	\$1,000 per person
Lifetime Maximums (applies to Class IV)	\$1,500 per person	\$1,500 per person	\$1,500 per person
Covered Services	PPO Member Dentist	Premier	Non-Participating Dentist

Class I Benefits			
Exams, Cleanings, X-rays, etc. (preventive and diagnostic services do not count toward the annual maximum)	100%	100%	100%
Class II Benefits			
Extractions, Fillings, Root Canals, Relines/Repairs to Bridges and Dentures, etc.	100%	50%	50%
Class III Benefits			
Crowns, Bridges, Implants, Dentures, etc.	50%	50%	50%
Class IV Benefits			
Orthodontics (no age limit)	50%	50%	50%

The University shall pay the full cost of such insurance.

Effective January 1, 1990, retirees as defined in paragraph 188, Retirement Eligibility Status, may participate in this group dental plan at their own cost (which may be higher than the cost for active employees and for terminated employees continuing the benefits under COBRA) provided that (1) Retirement occurs on or after July 1, 1989; (2) Arrangements are made to pay the premiums to the Benefits and Compensation Services Office and premium payments are made in a timely manner; (3) Participation in the plan continues when active employment ceases (no lapse in participation), though the retiree may participate under the terms of COBRA (at the applicable premium rate) prior to participating at the applicable rate for retirees.

ARTICLE XXVII

VISION BENEFITS

201. Vision Plans. The University shall provide two (2) vision plans. The first vision plan is Plan A, which provides coverage for an eye examination with lenses if needed, every twelve (12) months and new frames provided every twenty-four (24) months. The University will also offer a Plan B option. However, the Plan B option only offers an exam, lenses and frames every two (2) years. Employees shall be eligible for enrollment in either plan on the first of the month following thirty (30) days of employment. Eligible employees may enroll in these plans when first eligible or during an annual open enrollment period.

The University shall pay the full cost per year to provide this coverage for each enrolled employee and their eligible dependents for the duration of this contract. Additionally, Plan A offers an MD rider for certain subsidized services from a panel of licensed ophthalmologists.

202. Subject to the provision contained in this Article XXV, Article XXVI, Article XXVII, Article XX, VIII, and Article XXXIX and Article III, medical, dental and vision coverages are available to employees, their dependents and others, subject to the terms and conditions contained in the University's respective third-party insurance plan contracts, including without limitation those terms and conditions applicable to eligibility, coverage, preconditions and administration. The University will impute income, withhold taxes and otherwise account for the provision of all medical, dental and vision insurance coverage as required by federal or state law or regulation, or the decision of any court of competent jurisdiction or administrative agency having jurisdiction.

ARTICLE XXVIII

FLEXIBLE SPENDING ACCOUNTS

203. **Medical Spending (Health Care Reimbursement) Account Match.**

For employees hired on or prior to December 31, 2011, the University will contribute funds each year to an individual's medical spending account pursuant to the following schedule:

- \$100, if the individual contributes \$100 through \$124 to their plan
- \$125, if the individual contributes \$125 through \$174 to their plan
- \$175, if the individual contributes \$175 or more to their plan

ARTICLE XXIX

LIFE/ACCIDENT/GROUP TRAVEL INSURANCE BENEFITS

204. **Life Insurance Program.** The University shall provide each full-time and part-time employee an amount of term life insurance equal to the Bargaining Unit Member's base annual salary. If this insurance is not an even multiple of \$1,000, it shall be raised to the next higher multiple of \$1,000. There is a benefit reduction to sixty-seven (67%) at age sixty-five (65); to forty-five (45%) at age seventy (70); and to thirty (30%) at age seventy-five (75). The University will provide this benefit at no cost to the employee effective the first of the month following thirty (30) days of employment.
205. The University will also make available optional additional life insurance benefits to all employees who are eligible for the employer-provided life insurance (paragraph 204), provided the employee enrolls within two (2) months from the date of the Bargaining Unit Member's original employment, if permitted by the insurance company, or during a scheduled open enrollment. Premiums for such additional coverage shall be paid by the employee through payroll deduction.
206. **Benefit Eligibility.** Members are eligible for the following benefits on the first day of the month following thirty (30) days of employment: University paid life insurance, supplemental life insurance, long-term disability insurance, dental insurance, vision insurance and medical insurance.
207. **Accidental Death and Dismemberment.** Employees may elect to purchase accidental death and dismemberment coverage made available by the University. All premiums for such additional insurance coverage will be paid by the employee. Employees wishing to purchase additional insurance must enroll for coverage within sixty (60) days of their employment date or during a scheduled open enrollment. Premiums for such additional coverage shall be deducted from the Bargaining Unit Member's compensation.
208. **Group Travel Accident Insurance.** The University shall provide all employees with group travel accident coverage. Information about group travel accident coverage may be obtained from the University Benefits and Compensation Services office. This coverage is applicable while traveling on official University business. The University shall pay the full cost of such insurance.

ARTICLE XXX

PERFORMANCE REVIEW

209. Performance Review. Annually employees will receive a written performance review on forms developed by the employer. The performance review is to encourage ongoing dialogue between employees and hiring supervisors which will serve as a tool for job effectiveness, progress and growth. The performance review is not intended to be part of the disciplinary process and shall not be used as a substitute for it. Although performance reviews are maintained online, the employee may request that a paper copy be included in the official personnel file.

ARTICLE XXXI

TUITION ASSISTANCE

210. Tuition Assistance. This program is intended to encourage employees to select a career objective for themselves, to provide a planned path in an accredited degree program for acquiring knowledge and developing skills that will enhance performance on the present job, and/or to increase likelihood of promotion to higher level positions within the University.
211. Eligibility.
- a. All regular employees who are regularly scheduled to work a minimum of twenty (20) hours per week and who have satisfactorily completed six (6) months of employment may participate in this program.
 - b. Regular full-time employees who are scheduled to work forty (40) hours per week, eight (8) to twelve (12) months per year, may enroll in one (1) career related course per semester term during working hours, provided they have the permission of their department or administrative head. The employee and supervisor must arrange a revised work schedule to make up the missed work hours.
212. Requirements and Provisions.
- a. Tuition. Subject to the provisions of this article, the University will cover one hundred percent (100%) of tuition costs. The cost of books, other fees including without limitation orientation and lab fees, travel and other expenses are not included. OUWB School of Medicine, EMBA, and CRNA courses are excluded.
 - b. Limitations. The total amount of money allocated per employee per semester shall be the actual cost of course(s) approved.
 - c. Program. The employee must submit a Tuition Assistance application for approval by Human Resources. Funding will only be approved for credit bearing courses within a degree-granting or certificate-granting program at the University, as defined in the undergraduate or graduate catalog, or for credit bearing courses at the University that are pre-requisites for entry into such a program.
 - d. Application. Tuition Assistance applications will only be accepted as early as one (1) semester before, or subject to University policy for the semester. Applications are to be submitted during the established application period. Late and incomplete applications will be rejected.

- e. Account Holds. Funding will not be approved when an employee owes money to the University or has a hold on the Bargaining Unit Member's student account.
- f. Tuition Payment. Subject to the other requirements of this article, funds for approved courses taken at the University will be credited to the employee's student account.

213. Proof of Successful Completion and Reimbursement.

- a. Funding for an undergraduate course(s) is contingent upon the employee receiving a grade at least "2.0" on a "4.0" scale. Failure to achieve a 2.0 or better in a course will result in debiting of previously credited funds for that course. As part of the application process, the employee must authorize Human Resources in writing to verify the grade received for a funded course(s).
- b. Funding for a graduate course(s) is contingent upon the employee receiving a grade of at least a "3.0" on a "4.0" scale. Failure to achieve a 3.0 or better in a course will result in debiting of previously credited funds for that course.
- c. In the event of withdrawal from or unsuccessful completion of a funded course, Human Resources will debit the employee's student account for amounts credited to the student account by Human Resources for that course.

214. Dependent Children and Spouse Partial Tuition Waiver. The University has established a partial tuition waiver program for dependent children and spouses of employees.

215. Eligibility. Subject to the other provisions of this article, a dependent child or spouse of an employee who meets the eligibility criteria for participation in the Tuition Assistance Program as described above in paragraph 211a is eligible for partial tuition waiver for undergraduate or graduate courses if the dependent child or spouse is attending the University as a regularly enrolled student working towards a degree or certificate granting program, as defined in the undergraduate or graduate catalog, to be awarded by the University. The Internal Revenue Service's definition of dependent child for federal income tax purposes shall apply.

216. Requirements and Provisions.

- a. Dependent children or spouse tuition waiver applications will only be accepted as early as one semester before, or subject to University policy for the semester. Applications are to be submitted during the established application period. Late and incomplete applications will be rejected. OUWB School of Medicine, EMBA, and CRNA courses are excluded.
- b. The University will waive fifty percent (50%) of the cost of the eligible dependent child's and/or spouse's tuition.
- c. The dependent children and/or spouse must apply and be accepted into a degree or certificate granting program at the University or as a guest student.

217. Proof of Successful Completion of Course.

- a. Funding for an undergraduate course(s) is contingent upon the dependent child or spouse receiving a grade of at least "2.0" on a "4.0" scale. Failure to achieve a 2.0 or better in a course will result in debiting of previously credited funds for that course.

- b. Funding for a graduate course(s) is contingent upon the dependent child or spouse receiving a grade of at least “3.0” on a “4.0” scale. Failure to achieve a 3.0 or better in a course will result in debiting of the previously credited funds for that course.
- d. In the event of a withdrawal from or unsuccessful completion of a funded course, Human Resources will debit the dependent child’s or spouse’s student account for amounts credited to the student account by Human Resources for that course.

ARTICLE XXXII

MISCELLANEOUS

- 218. Notices and Addresses. Any notice required to be served on the University under this Agreement shall be delivered to the Human Resources Department. Unless otherwise stated in this Agreement all notices other than those relating to the grievance procedure shall be delivered to the President of the Local Association. Notices relating to the third step of the grievance procedure shall be delivered to the Chairperson of the Grievance Committee. Either party may designate another person or place if desired by serving written notice upon the appropriate party. Any notice required to be served on an employee under this Agreement will be mailed or hand delivered to the Bargaining Unit Member at their campus address or mailed by certified or registered mail to the Bargaining Unit Member’s home address.
- 219. Transportation Fee and Parking. The University shall provide adequate parking for all employees. Any transportation fee imposed shall be paid by the University.
- 220. Bulletin Boards. The University shall provide a locked bulletin board for the exclusive use of the Association in any building with ten (10) or more OUPSA Bargaining Unit members. The style of the bulletin board, and its location within the building should be determined by the University. The University may elect to have a single bulletin board shared between Associations where it is deemed feasible.
- 221. The bulletin boards shall be used by the Association to post the following materials: notices of Association activities, notices of Association elections, notices of results of Association elections, notices of Association meetings and position postings.
- 222. Association Office Space. During the life of this agreement, the University shall provide designated office space to be exclusively used by the Association at no cost to the Association. In the event the location of such space is changed, the University shall be responsible to move such furniture, equipment, etc., used by the Association to the new location. The University agrees that for a period beginning one hundred twenty (120) calendar days immediately prior to the expiration of a collective bargaining agreement and continuing until ratification of the next succeeding collective bargaining agreement by and between OUPSA MEA/NEA and the University such office space shall not be altered, changed or modified for any reason whatsoever without the specific written approval and agreement of the President of OUPSA MEA/NEA.
- 223. Association Meetings. The Association shall be permitted to use the University facilities for regular and special business meetings of the Association without charge, provided the Association makes application and conforms to all the regulations of the University regarding the scheduling of facilities.

ARTICLE XXXIII

WORK OR BUSINESS INTERRUPTION

224. The Association agrees during the life of this agreement or any extensions, neither the Association, its agents, nor its members will authorize, instigate, aid or engage in a work stoppage, strike, work interruption, work interference, slowdown, picketing or boycott. The University agrees during the same period that there will be no lockouts, except during a strike.
225. In the event individual employees or groups of employees instigate, aid or engage in a work stoppage, strike, work interference, work interruption, slowdown, picketing or boycott, the University shall have the right, at its discretion, to discipline or discharge such employees or group of employees. However, it is understood and agreed that questions as to whether an employee's conduct is such as is described by this section may be processed under the grievance procedure, provided a written grievance is presented to the Human Resources Department within ten (10) calendar days after the date upon which the employee was discharged or disciplined, or the return to work of other Bargaining Unit employees, whichever occurs last.

ARTICLE XXXIV

HEALTH AND SAFETY

226. The University recognizes its obligation to provide a safe and healthful working environment for the employees.
227. When an issue involving health or safety is raised with those in the University responsible for health and safety compliance, the University shall report the situation within a reasonable time to the Association the steps being taken to resolve the issue as well as the final result of the action taken by the University.
228. In the event the problem is not satisfactorily resolved, the Association may enter a grievance in the third step of the grievance procedure, and following those procedures, proceed to arbitration.

The Association agrees to urge its members to raise such health and safety problems with the University and seek internal resolution. However, this understanding does not in any way preclude the rights of members in the Bargaining Unit to make use of federal and state laws established to protect the health and safety of its workers.

ARTICLE XXXV

DURATION

229. This Agreement shall remain in full force and effect July 1, 2021 through June 30, 2022, a period of one (1) year, and thereafter until terminated. Retroactive economic provisions, if applicable, shall apply to all Bargaining Unit employees who are in active service or on approved leave at the date of this Agreement was ratified by the OUPSA MEA/NEA membership and to Bargaining Unit members who have officially retired from University employment since July 1, 2021.

- 230. Written notice to terminate shall be made by either party sixty (60) days prior to the above termination date. Any time after one hundred and twenty (120) days preceding the termination date, either party may notify the other of its intention to negotiate, and negotiations shall begin within sixty (60) days after such notice is received.
- 231. The parties hereto, each by its duly authorized officials and representatives, hereby accept this Agreement and each and all terms and conditions thereof.
- 232. The signatures hereon shall be applicable to each of the various agreements to which each party has committed itself in the same manner and in the same effect as if physically subscribed hereon.

APPENDIX A

OUPSA - MEA/NEA

SALARY GRADES AND RANGES

July 1, 2021

SALARY GRADE	PROBATION RATE A	START RATE B	STANDARD RATE C	MAXIMUM OF SALARY RANGE
C-10	50,200	50,778	52,624	65,782
C-9	47,391	47,932	49,685	62,105
C-8	44,592	45,092	46,728	58,408
C-7	42,123	42,593	44,132	55,166
C-6	39,926	40,372	41,835	52,293
C-5	37,999	38,434	39,814	49,768
C-4	36,195	36,588	37,900	47,376
C-3	34,150	34,520	35,757	44,699
C-2	32,306	32,659	33,826	42,281
C-1	30,585	30,909	32,008	40,014

APPENDIX B

Oakland University – OUPSA MEA/NEA

GRIEVANCE RECORD

STEP ONE

GRIEVANCE NO.

GRIEVANT'S NAME

CLASSIFICATION

DATE GRIEVANCE OCCURRED _____ DEPARTMENT _____ SHIFT _____

DATE OF ORAL DISCUSSION

PERSONS PRESENT AT ORAL DISCUSSION _____

CONTRACT PROVISION VIOLATED

STATEMENT OF FACTS:

RESOLUTION SOUGHT:

GRIEVANT'S SIGNATURE _____ DATE _____

DISTRICT REPRESENTATIVE SIGNATURE _____ DATE _____

WRITTEN GRIEVANCE RECEIVED BY IMMEDIATE SUPERVISOR ON (DATE) _____
IMMEDIATE SUPERVISOR'S ANSWER:

IMMEDIATE SUPERVISOR'S SIGNATURE _____ DATE _____

[illegible]

UNION REPRESENTATIVE

DATE _____

GRIEVANCE REFERRED TO STEP TWO BY: _____ DATE _____
UNION REPRESENTATIVE

STEP TWO

RECEIVED AT STEP TWO BY _____
DEPT./DIV. ADMINISTRATOR DATE _____ DATE: STEP TWO MEETING _____

DEPARTMENT OR DIVISION ADMINISTRATOR'S ANSWER:

DEPARTMENT OR DIVISION ADMINISTRATOR'S SIGNATURE _____
DATE _____ GRIEVANCE NO. _____

GRIEVANCE RESOLVED AT STEP TWO: YES ____ NO ____ WITHDRAWN ____

____ DATE _____

UNION REPRESENTATIVE

GRIEVANCE REFERRED TO STEP THREE BY: _____ DATE _____
UNION REPRESENTATIVE

STEP THREE

RECEIVED AT STEP THREE BY EMPLOYEE RELATIONS	
DATE	DATE: STEP THREE MEETING

PERSONS PRESENT AT STEP THREE MEETING:

EMPLOYEE RELATIONS ANSWER:

EMPLOYEE RELATIONS SIGNATURE: _____ DATE _____

GRIEVANCE RESOLVED AT STEP THREE: YES ____ NO ____ WITHDRAWN ____

UNION REPRESENTATIVE

DATE _____

GRIEVANCE REFERRED TO OPTION STEP FOUR BY _____ DATE _____
UNION REPRESENTATIVE

STEP FOUR - OPTIONAL
RECEIVED BY EMPLOYEE RELATIONS ON

DATE: STEP FOUR MEETING

MEETING:

_____ UNION REPRESENTATIVE	_____ DATE
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GRIEVANCE REFERRED TO ARBITRATION _____ DATE _____
UNION REPRESENTATIVE _____

ACCELERATED OPTION (MUTUALLY AGREED UPON)

UNION: _____ EMPLOYEE RELATIONS: _____

DATE _____

DATE _____

APPENDIX C

CLASSIFICATIONS BY GRADE

C-3	Clerk I Clerk-Receptionist I Word Processing Clerk	C-8	Accounting Clerk IV Archives & Special Collections Specialist Desktop Publisher ERL Library Assistant Executive Secretary Lead Reproduction Machine Operator Library Acquisitions Assistant Library Assistant III Library Digital Initiatives Assistant Medical Assistant III Medical Library Assistant Office Assistant III
C-4	Clerk II Clerk-Receptionist II Laboratory Aide Library Assistant I Medical Aide Secretary I Telephone Console Operator	C-9	Computer Operator Coordinator Personnel Records Data Management Technician Electron Microscopy Technician Facility Records Coordinator Grad School Data Coordinator IT Services Coordinator Laboratory Research Technician II Laboratory Stockroom Coordinator Library Electronic Resources Assistant Library Technician III Payroll Coordinator Pcard Coordinator Printing & Reprographics Center Coordinator Purchasing Assistant Registrar Office Coordinator Research Information Clerk II Senior Desktop Publisher Senior Media Distribution Coordinator Service Center Coordinator Training Coordinator Veterans Certification Coordinator
C-5	Accounting Clerk I Cashier-Business Office Clerk III Editorial Assistant Library Technician I Purchasing Clerk Secretary II	C-10	Custodial Supervisor Digital Technician Instrument Maker Laboratory Research Technician III Supervisor, Grounds Maintenance University Services Digital Tech. Specialist
C-6	Accounting Clerk II Cardiac Rehabilitation Assistant Library Assistant II Medical Assistant Office Assistant I Reproduction Machine Operator		
C-7	Accounting Clerk III Administrative Secretary Archives Technician Laboratory Research Technician I Laboratory Stockroom Assistant Library Technician II Media Distribution Coordinator Medical Assistant II Medical Biller and Coder Office Assistant II Production Control Clerk Research Information Clerk I Service Center Assistant Sr. Reproduction Machine Operator Typesetting Secretary		

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Clerk I

Grade: C-3

BASIC FUNCTION & RESPONSIBILITY

To perform routine clerical processing required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Answers telephone calls, providing specific information or routing to appropriate personnel.

Receives, sorts, stamps, and routes mail as necessary.

Performs accurate keyboarding of forms, lists, labels, standard correspondence or reports.

Files records and documents such as grades, applications, and credits, according to established procedures.

Duplicates, folds, collates, staples, and otherwise prepares mailings.

Instructs and assigns work to students or lower level non-exempt employees.

Duplicates records.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year general office work, or related experience in the specified area.

Ability to interact effectively with students, public, faculty and staff.

May Require:

Light typing.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Clerk-Receptionist I

Grade: C-3

BASIC FUNCTION & RESPONSIBILITY

To provide general informational assistance to university visitors, students, faculty, and staff regarding the identification, location, and general policies and procedures of a department or unit and to perform routine clerical duties as required.

CHARACTERISTIC DUTIES

Receives individuals and provides directional or informational assistance as needed.

Answers telephone calls, transfers calls, takes or relays messages as appropriate.

Operates and balances cash box for purposes of sale of stamps, bus passes, meal tickets, tour programs, vending machine refunds or money changes, transactions, receipting transactions as necessary.

Maintains security log and monitors security.

Assists in clerical duties, including keyboarding as required, and performs other miscellaneous clerical activities relating to the successful operation of the unit.

Maintains rosters and files.

Instructs and assigns work to students or lower level non-exempt employees.

RELATED DUTIES

Schedules, trains, and group leads students and temporary non-exempt support staff.

SUPERVISION RECEIVED

Administrative supervision is received from designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year general office work experience.

Light typing.

Ability to effectively interact with students, public, faculty and staff.

Ability to operate standard office equipment.

May Require:

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Word Processing Clerk

Grade: C-3

BASIC FUNCTION & RESPONSIBILITY

To perform various keyboarding and clerical assignments as instructed.

CHARACTERISTIC DUTIES

Keyboards a variety of materials such as letters, invoice credits, change orders, rosters.

Receives telephone calls and takes messages, or refers calls to appropriate office or provides information.

Receives, sorts, stamps, and routes mail as necessary.

Maintains alphabetical and numeric files of a variety of records and materials.

Receives individuals and provides directional or informational assistance as needed.

Performs other clerical activities characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to operate standard equipment.

May Require:

Ability to do technical keyboarding.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Clerk II

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of clerical procedures required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Examines forms, applications, credits, invoices and similar documents for accuracy, completeness, readability, etc.

Locates, distributes, and/or extracts specific information for appropriate users according to established policies and procedures.

Provides answers to inquiries from students, general public, faculty, and staff regarding departmental activities, standard procedures, and/or guidelines.

Processes departmental forms, applications, records, registrations, etc.

Maintains centralized university records.

Keyboards and reviews for spelling and keyboarding errors memoranda, reports, letters, and other correspondence.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other clerical duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years general office experience or related experience in the specified area.

Light typing.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Ability to effectively interact with public, students, faculty and staff.

May Require:

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to work under pressure.

Ability to perform arithmetic calculations with speed and accuracy.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Clerk-Receptionist II

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

To provide general informational assistance to university visitors, students, faculty, and staff regarding the identification, location, and general policies and procedures of a department or unit and to perform routine clerical or secretarial duties as required.

CHARACTERISTIC DUTIES

Receives individuals and provides directional or informational assistance as needed.
Answers inquiries requiring the explanation and interpretation of established policies and procedures and refers individuals to sources of additional information.
Examines forms, applications, and documents to ascertain proper completion and usage.
Receives, sorts, and routes incoming mail.
Schedules appointments and meetings, vehicles, rooms, etc., and maintains department calendar.
Keyboards and proofreads forms, credits, correspondence, manuscripts, programs, and other materials.
Assembles and maintains files of records, documentation, or correspondence.
Compiles and tabulates data for reports, utilizing files and other sources.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years general office work experience.
Ability to effectively interact with the public, students, faculty, and staff.
Ability to operate standard office equipment.
Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

May Require:

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).
Ability to work under pressure.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: November, 1988
Supersedes:

FLSA Status: Non-Exempt

Title: Laboratory Aide

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

To perform routine laboratory maintenance and clerical processing.

CHARACTERISTIC DUTIES

Prepare culture media and reagents.

Collects dirty laboratory glassware and equipment and washes or sterilizes.

Cleans tables, sinks, and benches.

Files records and documents according to established procedures.

Performs accurate keyboarding and proofreads forms, protocols, standard correspondence, or reports.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrative official or principal investigator.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to operate standard laboratory and office equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Library Assistant I

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

To perform detailed routine clerical, technical, and/or public service library activities.

CHARACTERISTIC DUTIES

Inputs and verifies bibliographic information and/or locates materials utilizing a variety of standard bibliographic tools, including major bibliographic utilities such as the OCLC computing system and Voyager.

Performs basic online and manual bibliographic searches.

Maintains and processes routine library records and/or materials including tracing and multi-step processing to rectify simple problems.

Instructs others in work methods and procedures relevant to the assigned activities.

Receives and determines the appropriate distribution of library materials.

Keyboards and reviews for spelling and keyboarding errors, reports and correspondence.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from librarian in charge of section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year general office experience including experience in a library.

Ability to understand specific library rules, procedures, and organization.

Ability to instruct student assistants in specific work methods and procedures.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to work independently.

Ability to operate standard office and library equipment.

Ability to effectively interact with the public, students, faculty, and staff.

May Require:

Ability to learn to recognize identifying information in one or more foreign languages.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: September, 1988
Supersedes:

FLSA Status: Non-Exempt

Title: Medical Aide

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

Assist medical staff in care of patients and perform a variety of clerical procedures.

CHARACTERISTIC DUTIES

Obtains and records health information from patients.

Obtains basic patient information including blood pressure, temperature, and pulse rate.

Assists physician or physician's assistant/nurse practitioner with patient procedures (i.e., gynecological exams, minor surgery, etc.)

Contacts patient regarding medication, test results, and follow-up care under direction of medical staff.

Performs and processes certain lab specimens, including urine testing, venipuncture, administer TB skin tests, allergy, and certain intramuscular injections.

Assists with clerical activities of the Health Center; telephone, inventory, processing appropriate medical and insurance billing forms, sterilization and maintenance of instruments and equipment.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year experience as a medical assistant in an out-patient ambulatory care setting.

Experience in venipuncture and obtaining basic patient information including blood pressure, urine specimens, and temperatures.

Light typing.

Ability to effectively interact with public, students, faculty, and staff.

Desired:

Graduation from accredited medical assistant training program.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Secretary I

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

To provide routine secretarial support to faculty, research, and/or administrative staff by performing a combination of work characteristic of a receptionist, bookkeeper, word processor, and clerical assistant.

CHARACTERISTIC DUTIES

Answers routine inquiries from students, faculty, and staff and provides readily available information.

Keyboards and edits memoranda, technical reports, tests, manuscripts, newsletters, statistical tables, letters and other correspondence for spelling and keyboarding errors.

Receives and routes calls, visitors and correspondence to appropriate office or individual.

Performs simple bookkeeping duties, including maintaining unit account statements, preparing payroll sheets and balancing petty cash funds.

Calculates and verifies accuracy of data.

Creates and maintains unit's files; maintains and updates databases.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience

Two years general office experience, including secretarial experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to effectively interact with public, students, faculty, and staff.

Ability to operate standard office equipment.

Knowledge of proper grammar, spelling, and punctuation, and the ability to utilize proper standard office source materials.

May Require:

Ability to do technical keyboarding.

Ability to perform clerical accounting.

Knowledge of French, German, and/or Spanish sufficient to permit keyboarding from drafts and proof-reading the finished copy.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: Revised April, 1990
Supersedes:

FLSA Status: Non-Exempt

Title: Telephone Console Operator

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

To use an operator console in order to receive and direct incoming telephone calls.

CHARACTERISTIC DUTIES

Operates an operator's console.

Receives and directs incoming telephone calls.

Provides general information.

Maintains online directory system by inputting updated information.

Adjusts and inputs telephone limit information, student telephone limits, assign access codes, and provides cash receipts.

Processes telephone repair calls, conduct preliminary check of problem and report verified problems to appropriate individuals.

Assists in clerical duties as required and performs miscellaneous clerical activities relating to the operation of the unit.

Channels emergency calls to appropriate departments.

Performs system backups, posts and credits status reports.

Instructs and assigns work to student employees or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years general office work experience.

Professional, clear speaking voice.

Ability to effectively interact with the public, students, faculty and staff.

Ability to work under pressure.

Light typing.

Desired:

Training in the current operator console equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Accounting Clerk I

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To perform clerical accounting duties in an administrative unit of limited size or complexity.

CHARACTERISTIC DUTIES

Receives, prepares, processes, and/or verifies records used for accounting purposes.

Monitors expenditures according to established guidelines.

Examines accounting documents for accuracy and/or completeness.

Prepares and/or keyboards credits, invoices, payroll correspondence and/or billing records and maintains files on same.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support or accounting personnel as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year experience in bookkeeping/clerical accounting plus one year experience in general office work.

Ability to operate standard office equipment.

Light typing.

Ability to effectively interact with the public, students, faculty, and staff.

May Require:

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to work under pressure with extreme accuracy.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: Reinstated August, 1984
Supersedes:

FLSA Status: Non-Exempt

Title: Cashier – Business Office

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To receive deposits and disburse funds to and from various departments and persons in the university, and to monitor adherence to departmental and university regulations.

CHARACTERISTIC DUTIES

Receipts and verifies accuracy of payments received by mail or in person and receipts and verifies departmental deposits.

Cashes checks for students, staff and faculty at cashier's window.

Maintains student bank account records and travel advance accounts.

Balances imprest fund and reconciles deposits daily.

Prepares daily bank deposit.

Audits imprest cash credits.

Performs other duties characteristic of similar and/or lower level clerical or accounting classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Accounting Supervisor or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years general office experience including one year experience in bookkeeping/clerical accounting and/or cashiering.

Light typing.

Ability to work under pressure with extreme accuracy.

Ability to effectively interact with the public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Clerk III

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To perform multi-step clerical tasks required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Reviews and checks lists, requests, and forms for completeness and accuracy of information using source documents. Maintains and updates files.

Prepares and transmits forms and documents according to specified guidelines, instructions, and/or established procedures.

Maintains log of unit activity and compiles standard reports.

Verifies information reported by using a variety of material and sources.

Responds to inquiries by telephone and in person.

Prepares billings and maintains records of payments.

Assists staff, faculty, students, and general public to determine scheduling, charges, problem areas, and unit's policies and procedures.

Keyboards and reviews memoranda, reports, letters, and other correspondence for spelling and keyboarding errors.

Instructs and assigns work to students or lower level nonexempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years general office work experience including some experience in the specified area.

Light typing.

Ability to effectively interact with public, students, faculty and staff.

Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

Familiarity with computer-oriented accounting system.

May Require:

Ability to group-lead students and non-exempt support staff.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Basic knowledge of bookkeeping/clerical accounting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Editorial Assistant

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To provide routine editorial and clerical/secretarial assistance.

CHARACTERISTIC DUTIES

Proofreads and edits a variety of material for basic grammar, spelling and punctuation.

Keyboards final drafts from rough drafts, copy for printer, correspondence, memoranda, press releases and camera-ready copy.

Maintains clerical liaison with print vendors.

Maintains files of previous publications, mailing lists, pertinent biographical sketches, and public relations photographs.

Compiles and organizes report data according to current procedures and guidelines.

Receives and routes telephone calls and visitors.

Maintains records of material, equipment, and requisitions for supplies and service.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of lower level office support classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years of secretarial experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Excellent proofreading ability and attention to detail.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Desired:

Some experience in proofing and editing publications.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: November, 1988
Supersedes:

FLSA Status: Non-Exempt

Title: Library Technician I

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To perform multi-step clerical and technical library bibliographic tasks of limited complexity required to maintain the library's online total integrated system.

CHARACTERISTIC DUTIES

Searches, verifies, and inputs bibliographic information into the library's online total integrated computer system according to standard bibliographic rules and consortia guidelines, including the Library of Congress, the OCLC, and Voyager systems.

Maintains and processes online library records including tracing and multi-step processing to rectify problems.

Performs multi-step manual and online bibliographic searches.

Keyboards and reviews reports and correspondence for spelling and keyboarding errors.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from librarian in charge of section or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year library experience plus one year data entry or clerical work.

Ability to understand specific library rules, procedures and organization.

Ability to instruct student assistants in specific work methods and procedures.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to work independently.

Ability to operate standard office and library equipment.

Ability to effectively interact with public, students, faculty and staff.

Ability to learn to recognize identifying information in one or more foreign languages and/or music.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Purchasing Clerk

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To perform routine purchasing tasks involved in affecting the purchase or sale of designated commodities.

CHARACTERISTIC DUTIES

Performs tasks involved in affecting the purchase of commodities having a designated dollar value and/or more complex purchasing processes.

Coordinates with vendors to expedite delivery, affect return, exchange, replacement, etc., of merchandise.

Receives, sorts, records, and distributes purchasing records and documents.

Evaluates purchase records and documents for accuracy of approved purchasing source, product description, clarity of specifications, related quantity, cost quotations, etc.

Contacts suppliers to determine commodity availability, current price, delivery conditions, and date, etc.

Searches available sources for product information.

Assists customers by locating specific product information, supplies, and alternate supplies.

Maintains and balances a cash bank.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years office experience including some experience in the specified area.

Ability to maintain accurate records and files.

Ability to effectively interact with public, students, faculty, and staff.

Ability to compose routine correspondence.

May Require:

Light typing.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Secretary II

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To provide responsible secretarial support to faculty or staff in an academic or administrative unit.

CHARACTERISTIC DUTIES

Provides clerical assistance in the development and implementation of special departmental or unit programs or projects.

Keyboards and edits a variety of memoranda, proposals, minutes of meetings, reports, technical reports, tests, manuscripts, newsletters, statistical tables, letters, and other correspondence for spelling and keyboarding errors.

Answers general inquiries from mainly internal sources, i.e., deans, students, faculty, staff and parents and provides information on established practices and procedures of a unit.

Receives and routes calls, visitors, and correspondence to appropriate office or individual.

Initiates and/or drafts correspondence in answer to general inquiries concerning established practices and procedures.

Assists in preparing, organizing, editing for grammar, keyboarding errors, spelling, disseminating, and/or sending grant proposals, brochures, newsletters and promotional materials.

Maintains and reconciles statements of unit's expenditures against budgets and financial records.

Assembles data from unit's records for use in preparation of reports to other units and state and federal agencies, as directed.

Creates and maintains unit's files; maintains and updates databases.

Prepares and reconciles daily cashier deposits.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years secretarial experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to compose routine correspondence.

Ability to effectively interact with public, students, faculty and staff.

Ability to perform general bookkeeping/clerical accounting.

Ability to prioritize and expedite work assignments of the unit.

Ability to operate standard office equipment.

Familiarity with university policies, procedures, and regulations.

Knowledge of proper grammar, spelling, and punctuation and ability to utilize proper standard office source manuals.

May Require:

Ability to edit materials.

Ability to do technical keyboarding.

Ability to deal effectively with people under stress.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Accounting Clerk II

Grade: C-6

BASIC FUNCTION & RESPONSIBILITY

To perform clerical accounting duties in an administrative unit of moderate size and/or complexity.

CHARACTERISTIC DUTIES

Performs clerical accounting duties such as recording, verifying, and adjusting accounting records.
Monitors accounting records for compliance with regulations.
Prepares journal credits and adjusting entries when necessary.
Provides information and statistical data to staff, students, parents of students, and the general public.
Creates and maintains various university accounting records and files.
Prepares and/or keyboards reports and correspondence.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level office support or accounting classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years experience in bookkeeping/clerical accounting plus one year general office work.
Ability to operate standard office equipment.
Light typing.
Ability to effectively interact with public, students, faculty and staff.

May Require:

Ability to work under pressure.
Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: June, 1983
Supersedes:

FLSA Status: Non-Exempt

Title: Cardiac Rehabilitation Assistant

Grade: C-6

BASIC FUNCTION & RESPONSIBILITY

To provide exercise leadership and assistance in weight control, nutrition, and substance abuses to cardiac rehabilitation program participants.

CHARACTERISTIC DUTIES

Provides exercise leadership for cardiac rehabilitation program participants.

Provides assistance and information to program participants regarding appropriate use of exercise, weight control, and nutrition.

Provides complete explanation of the program including guidelines, procedures, individual commitments, and fees to new participants.

Conducts and records blood pressure, pulse, and body composition tests.

Reviews pulmonary, blood, treadmill, pulse, and body composition information and provides recommendations regarding appropriate diet and exercise.

Schedules physicians to specific program activities.

Acts as liaison to individuals and groups in explaining the program.

Receives, prioritizes, and determines the appropriate handling of forms, applications (referrals), and medical records.

Initiates and distributes communication in response to requests for program information and schedules.

Assembles and maintains medical files, patient information, testing evaluations, prepares laboratory forms, acquires insurance information, and provides material when needed.

Performs other duties characteristic of similar and/or lower level office support classifications as assigned.

Instructs and assigns work to students and/or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or other designated official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years experience in a cardiac rehabilitation program or in a directly related field.

Light typing.

Ability to effectively interact with public, students, faculty, program participants, and staff.

Ability to compose correspondence.

Experience in general office work.

Knowledge of proper grammar, spelling and punctuation, and ability to utilize proper standard office source manuals.

Desired:

Certification in Advanced Cardiac Life Support Course.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any

supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: November, 1988
Supersedes:

FLSA Status: Non-Exempt

Title: Library Assistant II

Grade: C-6

BASIC FUNCTION & RESPONSIBILITY

To perform moderately complex non-standardized clerical, technical, and/or public service library activities.

CHARACTERISTIC DUTIES

Identifies, verifies, and/or locates information and/or materials utilizing a variety of standard bibliographic tools, including major bibliographic utilities such as OCLC and Voyager, some of which are applied in depth.

Maintains and processes a variety of library records and/or materials requiring procedural knowledge of major library units, this includes tracing and multi-step processing to rectify problems.

Initiates routine correspondence.

Performs clerical library specific accounting duties such as recording, verifying, and adjusting library accounting records.

Instructs others in work methods and procedures relevant to the assigned area.

Coordinates accomplishment of assigned activities in accordance with library procedures and standards.

Compiles information and materials which support the recommendation to purchase library materials.

Keyboards and reviews for spelling and keyboarding errors, reports and correspondence.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the librarian in charge of section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years library experience including some bibliographic verification and/or public services experience as well as an understanding of specific library policies, rules, procedures, and organization.

Ability to schedule and expedite workflow of a library unit.

Ability to instruct student assistants in unit work methods and procedures.

Ability to operate standard office and library equipment.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to effectively interact with the public, students, faculty and staff.

May Require:

Ability to recognize identifying information in one or more foreign languages.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Medical Assistant

Grade: C-6

BASIC FUNCTION & RESPONSIBILITY

To provide medical assistance in the area of pulmonary functions, blood analysis, blood drawing, body composition determinations, stress testing, and other related analyses.

CHARACTERISTIC DUTIES

Provides medical assistance for various preventative and rehabilitative programs.

Prepares patients for cardio graphic tracings under stress and resting conditions and monitors patients during exercise conditions.

Draws blood and prepares samples for laboratory analysis.

Conducts, calculates and records body composition determination test.

Conducts, calculates and records results of pulmonary functions test.

Prepares and maintains client files and records.

Acts as liaison to individuals and groups in explaining the university programs and advantages of physical fitness and diet.

Initiates written correspondence in response to specific requests for program information.

Prepares medical billings to conform with insurance company procedures and standards.

Mounts and prepares basic evaluation forms.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or other designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years experience as a medical assistant or in a directly related field.

Experience in venipuncture and obtaining basic patient information including blood pressure, electrocardiograph measurements and urine specimens.

Ability to compose correspondence.

Ability to implement medical insurance billing procedures.

Light typing.

Ability to effectively interact with public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Office Assistant I

Grade: C-6

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of multi-step clerical procedures required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Receives, interprets, prioritizes and determines the appropriate handling of forms, records and documents.

Distributes specific program information and service schedules.

Interprets and explains specialized program procedures and guidelines.

Reviews and edits computer-generated reports for accuracy and initiates corrections to the system.

Initiates written correspondence in response to specific requests for program information.

Assembles and maintains files of records documentation or correspondence and provides material when needed.

Reconciles account statements.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years general office work or related experience in the specified area.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Light typing.

May Require:

Ability to compose correspondence.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Knowledge of subject matter.

Experience in clerical accounting/bookkeeping.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Reproduction Machine Operator

Grade: C-6

BASIC FUNCTION & RESPONSIBILITY

To perform various printing jobs using one or more of the machines available at the printing and copy center.

CHARACTERISTIC DUTIES

Operates offset duplicating equipment.

Processes and develops plates for printing.

Uses paper cutters, stitchers, collators, folder and other reproduction equipment.

Performs various other tasks such as receiving paper shipments, minor repairs on printing equipment, and packaging completed jobs.

Performs preventive maintenance on presses and other equipment in the print shop.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year of work experience in printing.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Accounting Clerk III

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To perform clerical accounting duties in a large and/or complex administrative unit.

CHARACTERISTIC DUTIES

Reconciles accounting and subsidiary records to trace transactions.

Adjusts errors by correcting payments and effecting necessary accounting paperwork.

Examines accounting documents for completeness, accuracy, and adherence to prescribed procedures.

Initiates paperwork to effect a wide range of accounting functions including fund transfers, expenditures, collections, etc.

Reviews records, prepares and keyboards a variety of reports such as federal reports, budget requests to legislature, statistical tables.

Prepares year-end sheet accountings of specified funds, audit and balance for annual report.

Audits and maintains files on ledgers and related materials relevant to assigned responsibility.

Reconciles cash and tapes for bank deposits and verifies detail totals.

Initiates correspondence regarding assigned responsibility.

Instructs and assign work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support or accounting classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Three years clerical accounting/bookkeeping experience.

Ability to operate standard office equipment.

Ability to effectively interact with students, public, faculty and staff.

Ability to work under pressure.

Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

May Require:

Experience with computer-based accounting systems.

Light typing.

Ability to compose correspondence.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular

expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Administrative Secretary

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To provide responsible secretarial services and operational office assistance for an assistant or associate dean, chairperson, director or principal administrator of a school, department, institute, or administrative unit.

CHARACTERISTIC DUTIES

Provides clerical assistance in the development and implementation of special departmental or unit programs or projects.

Keyboards and edits for continuity and grammar various materials taken from rough drafts.

Answers inquiries from internal and external sources, i.e., deans, students, parents, staff, faculty, external comparable academic institutional units and state officials; and provides information on the policies, practices and procedures of a large department and/or major administrative division.

Receives, screens, and routes calls, visitors and correspondence within a large department and/or major administrative division.

Initiates and/or drafts correspondence that requires an understanding of the unit's activities, policies, and procedures.

Assists in preparing, organizing, editing for grammar, keyboarding errors, spelling, disseminating and/or sending grant proposals, brochures, newsletters and promotional materials.

Creates and maintains unit's files; maintains and updates databases.

Maintains and reconciles unit's statements of expenditures against budgets and financial records.

Collects and tabulates data for reports from various sources including files, questionnaires, databases, and reports as directed.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years progressively responsible secretarial experience.

Familiarity with university policies, rules and regulations.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to select, assemble and organize data and edit reports.

Ability to compose routine correspondence.

Ability to effectively interact with public, students, faculty and staff.

Ability to perform general bookkeeping/clerical accounting.

Ability to prioritize and expedite work assignments of the unit.

Ability to operate standard office equipment.

Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

May Require:

Ability to do technical keyboarding

Ability to deal effectively with people under stress.

Completion of two years study of a European language at the high school level or its equivalent.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: June, 2008
Supersedes:

FLSA Status: Non-Exempt

Title: Archives Technician

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of complex technical activities in the archives and special collections of the library and to perform complex multi-step specialized technical bibliographical functions required to maintain the library's online computer system

CHARACTERISTIC DUTIES

Uses manual and computer systems to arrange, describe and access archival collections; maintains shelf lists. Edits online records and inputs bibliographic information into the library's online total integrated computer system utilizing a combination of cataloging bibliographic resources and computer manuals, all of which are applied in depth.

Coordinates the efficient accomplishment of assigned activities in accordance with consortia policies, procedures and standards.

Assists in records transfer, accessioning and storage of archival materials.

Prioritizes and determines the appropriate bibliographic/technical processing of library materials by applying Library of Congress, Voyager, OCLC and other technical rules.

Keyboards and reviews for spelling and keyboarding errors, reports and correspondence.

Monitors reading room activity and ensures the security of all materials, including rare and valuable books and unique archival documents.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from a librarian in charge of the section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years library or archival experience including one year of experience in the data entry of bibliographic information as well as an understanding of specific cataloging, rules, procedures and organization.

Ability to prioritize and expedite work assignments.

Ability to instruct student assistants in work methods and procedures.

Ability to operate standard office and library equipment.

Possess the keyboarding skill necessary to perform successfully in this position (minimum 30 wpm).

Ability to effectively interact with public, students, faculty and staff.

Ability to recognize identifying information in one or more foreign languages and/or music.

Ability to utilize proper library source manuals.

Ability to operate standard office equipment.

May Require:

Ability to do technical keyboarding

Ability to deal effectively with people under stress.

Completion of two years study of a European language at the high school level or its equivalent.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Laboratory Research Technician I

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To conduct routine experiments, chart data, analyze, and evaluate results.

CHARACTERISTIC DUTIES

Conducts routine research experiments as directed.

Charts data and analyzes results.

Prepares culture media and reagents.

Performs routine laboratory maintenance.

Performs photographic work.

Performs a variety of office support duties such as ordering supplies and equipment, maintaining budgetary records.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrative official or principal investigator.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years post-secondary education in the designated field.

Ability to understand basic laboratory techniques and to use the equipment in the designated field.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Laboratory Stockroom Assistant

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To set up demonstrations or test experiments as directed; prepare solutions, maintain stockroom supplies and inventory records, and dispense and control laboratory supplies.

CHARACTERISTIC DUTIES

Tests new or revised laboratory experiments to be introduced to students by following instructions and directions from faculty.

Prepares solutions as requested.

Sets up standard experimental demonstrations for presentation in lecture sessions.

Orders laboratory supplies as appropriate.

Issues supplies from stockroom.

Maintains inventory control records.

Makes minor adjustments and repairs to keep basic instruments in working order.

Performs a variety of routine duties such as maintaining laboratory and stockroom in order, assigning and instructing work to student employees, unpacking supplies and restocking shelves.

Enforces prescribed safety procedures.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years post-secondary education in the designated field.

Knowledge of "scientific equipment" used in teaching and routine preparation.

Ability to establish and maintain up-to-date inventory records.

Ability to effectively interact with public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: November, 1988
Supersedes:

FLSA Status: Non-Exempt

Title: Library Technician II

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To perform complex multi-step specialized technical bibliographical functions required to maintain the library's online total integrated computer system.

CHARACTERISTIC DUTIES

Edits online records and inputs bibliographic information into the library's online total integrated computer system utilizing a combination of cataloging bibliographic resources and computer manuals, all of which are applied in depth.

Performs a variety of specialized technical functions requiring procedural knowledge of the library's online total integrated computer system.

Coordinates the efficient accomplishment of assigned activities in accordance with consortia policies, procedures, and standards.

Prioritizes and determines the appropriate bibliographic/technical processing of library materials by applying Library of Congress, Voyager, OCLC, and other technical rules.

Keyboards and reviews for spelling and keyboarding errors, reports and correspondence.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from librarian in charge of the section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years library experience including one year of experience in the data entry of bibliographic information as well as an understanding of specific cataloging rules, procedures, and organization.

Ability to prioritize and expedite work assignments.

Ability to instruct student assistants in work methods and procedures.

Ability to operate standard office and library equipment.

Possess the keyboarding skill necessary to perform successfully in this position (minimum 30 wpm).

Ability to effectively interact with the public, students, faculty, and staff.

Ability to recognize identifying information in one or more foreign languages and/or music.

Ability to utilize proper library source manuals.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: May, 1995
Supersedes:

FLSA Status: Non-Exempt

Title: Media Distribution Coordinator

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To schedule, distribute, and coordinate set-up of audio visual/computer multimedia equipment and materials.

CHARACTERISTIC DUTIES

Provides assistance to customers by determining equipment and service needs.

Coordinates audio visual computer multimedia deliveries, set-up, retrievals, storage, and provides additional supplies as needed.

Hires, schedules, trains and evaluates student employees.

Prepares and maintains work schedules and coordinates audio visual/computer multimedia assignments.

Oversees and/or arranges for equipment repair, replacement, cleaning and other routine and periodic maintenance.

Maintains computerized inventory/statistics and reports of equipment at all sites, including equipment requests, usage, repair and maintenance.

Investigates and follows-up on lost, missing, or overdue equipment and materials and prepares appropriate notifications and reports.

Orientates and instructs faculty, staff, and students in the proper use of audio visual/computer multimedia equipment and materials.

Creates and maintains unit files.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years computer multi-media and audio-visual presentation experience.

Light typing.

Ability to operate various computer multi-media and audiovisual equipment.

Ability to effectively interact with students, public, faculty and staff.

Ability to transport and place audio-visual and computer multimedia equipment for use at locations throughout campus.

Ability to occasionally work evenings or weekends.

Possess a valid Michigan driver's license with a driving record to allow insurability by Oakland University's insurance carrier.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Medical Assistant II

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To coordinate the clinical processing in a medical clinic by performing a variety of multi-step processes according to a specified framework of procedures and regulations, to serve as an informational source within the clinic in addition to maintaining the role as a medical assistant in the clinic.

CHARACTERISTIC DUTIES

Reviews and edits computer information for accuracy and initiates corrections to the system.
Answers inquiries from internal/external sources on health related questions, procedures and service charges.
Maintains and updates database specific to unit activity.
Coordinates the medical support work-flow within the clinic, allocates work and reviews it for accuracy, completeness and conformity to established procedures.
Coordinates and communicates clinical information related to a variety of patient care issues and community health programs/services.
Maintains computerized inventory/statistics and reports of equipment, including equipment usage, repair and maintenance.
Prepares patients for physician or nurse practitioner evaluation and appropriate testing; performs initial screening of patients.
Obtains basic patient information including blood pressure, temperature and pulse rate.
Assists physician or nurse practitioner with patient procedures (i.e., gynecological exams, minor surgery, etc.)
Draws blood and prepares samples for laboratory analysis.
Conducts diagnostic tests.
Instructs and assigns work students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator and/or medical staff.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Three years experience as a medical assistant or in a directly related field with experience in medical office clerical functions.
Experience in venipuncture and obtaining basic patient information including blood pressure, electrocardiograph measurements and urine specimens.
Ability to compose correspondence.
Ability to implement medical insurance billing procedures.
Light typing.
Ability to effectively interact with public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular

expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 2011
Supersedes:

FLSA Status: Non-Exempt

Title: Medical Biller and Coder

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

Responsible for processing medical claims to various insurance providers for Graham Health Center and provide clerical accounting duties for GHC and GCC.

CHARACTERISTIC DUTIES

Processes all medical insurance claims forms and ensures that all client data is properly entered into the billing system.

Posts insurance claims and verifies coding of visit based on documented services provided.

Analyzes information and compares it with HCFA guidelines for ICD-9 and CPT Medical Coding.

Maintains data in the Practice Management software system as it refers to patient and insurance claims information.

Prepares and submits statements to patients.

Creates and reviews reports generated from the Practice Management software system.

Reconciles daily accounting and subsidiary records to trace transactions.

Adjusts errors by correcting payments and effecting necessary accounting paperwork.

Examines accounting documents for completeness, accuracy and adherence to prescribed procedures.

Initiates paperwork on a wide range of accounting functions including fund transfers, expenditures, collections.

Reviews records and prepares reports including federal reports, budget requests and statistical tables.

Prepares year end accounting reports of specified funds, audit and balance for annual report.

Audits and maintains files on ledgers and related materials relevant to assigned responsibility.

Reconciles cash and tapes for bank deposits and verifies detail totals.

Initiates correspondence regarding assigned responsibilities.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Medical billing and coding certificate or commensurate experience.

Three years clerical accounting/bookkeeping experience.

Ability to operate standard office equipment.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office resource manuals.

Knowledge of current medical billing software system.

Experience with computer based accounting systems.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and

responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Office Assistant II

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To coordinate the clerical processing for a specialized function by performing a variety of multi-step processes according to a specified framework of procedures, regulations and precedents; and to serve as an informational source.

CHARACTERISTIC DUTIES

Receives, interprets, prioritizes and determines the appropriate handling of forms records and documents.

Coordinates and initiates the distribution of specific program information and service schedules.

Coordinates the clerical work-flow of a sub-unit, allocates work and reviews it for accuracy, completeness and conformity to established procedures.

Interprets and explains specialized program procedures and guidelines.

Assists co-workers in selecting efficient and appropriate work methods and serves as a resource person for the solving of sub-unit's operational problems.

Reviews and edits computer-generated reports and information for accuracy and initiates corrections to the system.

Initiates correspondence in response to specific requests for program information.

Performs accurate keyboarding of forms, lists, records, reports, and correspondence.

Assembles and maintains files of records, documentation or correspondence such as academic or medical records, insurance forms, payroll/personnel records, and provides material when needed.

Reconciles account statements.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years general office work including some experience in prioritizing work and meeting deadlines.

Light typing.

Ability to operate standard office equipment.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

May Require:

Experience in clerical accounting/bookkeeping.

Ability to compose correspondence.

Ability to implement medical insurance billing procedures.

Ability to work under pressure with extreme accuracy.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to deal effectively with people under stress.

Knowledge of program area.

Desired:

Knowledge of specific terminology of the unit.

Knowledge of the program area.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Production Control Clerk

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To perform a quality and production control function for the Office of Computer Services by processing, auditing and approving both data input and programs output, and dispatching management reports to the university community.

CHARACTERISTIC DUTIES

Maintains comprehensive records of all input/output activity.

Reviews input for acceptability.

Reviews appearance of output and checks for accuracy and consistency.

Investigates cause of unacceptable materials and corrects with authorization from issuing department.

Processes and dispatches acceptable material to user.

Sets up and operates all off-line machines, such as sorter, collator, burster, data entry equipment, optical scanner, microfilm viewers, and related COM equipment, check signer, and reproduction forms processing equipment.

Organizes input data and computer programs for later computer production shifts.

Develops and duplicates computer output microfilm.

Responds to user inquiries and complaints both by telephone and in person.

Instructs and assigns work to students or lower level non-exempt employees.

Maintains library of operations, policies and procedures manuals.

Maintains accurate records on cycles of tapes and disks to insure the integrity of all master files.

RELATED DUTIES

Operates data entry equipment with speed.

Operates data entry equipment to record accounting, statistical, or scientific data with speed and accuracy from written instructions.

Operates computer peripheral equipment (i.e., card reader/punch and line printer).

SUPERVISION RECEIVED

Administrative supervision is received from the Assistant Manager of Operations or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years successful work experience in data processing with skill in bookkeeping and bookkeeping machine operation.

Experience in data entry operation.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Research Information Clerk I

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To assemble and organize existing management reports and statistical data.

CHARACTERISTIC DUTIES

Assembles and organizes a variety of existing management reports, both manual and computerized for ready retrieval.

Controls distribution of confidential reports within department and user community.

Files and updates reports for use by the university community.

Distributes periodic reports.

Prepares special reports.

Codes changes, reviews output, and maintains "live" payroll/personnel system dictionary to reflect updating requested by university community.

Maintains SLICK directories and libraries, submitting and checking maintenance jobs.

Learns basic programming skills.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years general office experience including one year of experience in data processing operations.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to learn simple programming.

Ability to effectively interact with the public, students, faculty and staff.

Ability to maintain a variety of computer materials in an orderly and specified manner.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Sr Reproduction Machine Operator

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

Sr. Reproduction Machine Operator uses digital printing machines and software programs to effectively create materials per client request while maintaining the printing equipment and keeping inventory stocked. Operator may need to order inventory such as, paper, ink cartridges, parts or other components. Operator may also need to play the role of a digital press repairman if maintenance on one of the machines is required. This may involve either hardware or software repair, depending on the situation.

CHARACTERISTIC DUTIES

Uses digital printing machines and software programs to effectively create materials per customer requests while maintaining the printing equipment and keeping inventory stocked.
Order inventory such as, paper, ink cartridges, parts or other components.
Repair the printing machines which may involve either hardware or software repair, depending upon the situation.
Responsible for creating the specified print material, maintaining the printing equipment and keeping inventory readily stocked.
Work on multiple printing projects and create schedules to reflect various deadlines.
Perform other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Dir Univ Scvs/Property Mgmt or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years' digital imaging experience.
Knowledge and experience inserting, printing, bindery, hand fulfillment and shipping.
Experience in a fast pace, high volume production environment or similar background is required.
Ability to learn at a fast pace is required.
Ability to work under pressure with extreme accuracy.
Ability to deal effectively with people under stress.
Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

Desired:

Extensive experience and training such as career preparation and/or vocational training.
This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Service Center Assistant

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To assist in the coordination of the service center operations and perform various activities related to the services provided.

CHARACTERISTIC DUTIES

Assists in the coordination of production for printing and mail jobs, ordering stock, typesetting, printing plates, pricing, scheduling and job follow up.

Consults with staff and departmental heads on printing and mail jobs, including price quotes, layouts, paper stock selection and scheduling of the job.

Initiates correspondence and personal contracts to acquaint others with rules, regulations, procedures and guidelines.

Converse with program administrators, faculty and staff to advise them of and cooperate with solving procedural difficulties.

Coordinates and instructs the workflow of students and lower level non-exempt employees.

Assists in the coordination of work flow with that of other departments and outside agencies and makes certain that appropriate personnel are informed as to changes in rules, regulations and policies.

Operates postage meter machines, weigh, compute postage and affix postage on all types of foreign and domestic mail.

Receives and process special delivery, registered, insured and certified mail.

Performs routine cleaning and maintenance of mail equipment and work areas.

Operates various mailroom equipment including UPS online computerized equipment.

Answers questions regarding postal rates and mail room services to various clientele including deans, department heads, faculty and staff.

Handles cash and records transactions including reconciliation for the sale of over the counter postal and printing services.

Performs other duties characteristic of similar and/or lower level office support or technical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of University Services or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years of experience in printing and binding including experience in offset press operation.

Experience in group leading.

Ability to do costing, layout and paper stock selection.

Ability to effectively interact with faculty, staff, students and general public.

Ability to organize, prioritize and expedite workflow.

Desired:

Experience in applying United States postal rates and regulations.

Ability to become a notary.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: November, 1990; amended February, 1995
Supersedes:

FLSA Status: Non-Exempt

Title: Typesetting Secretary

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To produce computerized camera-ready typeset copy of mathematics technical research papers, articles, monographs, and other publications through the use of complex typesetting software such as TEX.

CHARACTERISTIC DUTIES

Produces camera-ready copy for a variety of mathematics technical research papers and publications through the use of complex software used for computerized typesetting.

Lays out formats, add graphics, and proofs various technical publications.

Keyboards and edits for spelling and keyboarding errors a variety of memoranda, proposals, minutes of meetings, reports, technical reports, tests, manuscripts, newsletters, statistical tables, letters, and other correspondence.

Answers general inquiries from mainly internal sources, i.e., deans, students, faculty and staff and provides information on established practices and procedures of a unit.

Receives and routes calls, visitors, and correspondence to appropriate office or individual.

Initiates and/or drafts correspondence in answer to general inquiries concerning established practices and procedures.

Instructs and assigns work to students or lower level non-exempt employees.

Assembles data from unit records for use in preparation of reports to other units and state and federal agencies as directed.

Creates and maintains unit files; maintains and updates databases.

Perform other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years secretarial experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to compose routine correspondence.

Ability to effectively interact with public, students, faculty and staff.

Ability to operate standard office equipment.

Familiarity with university policies, procedures, and regulations.

Knowledge of proper grammar, spelling and punctuation, and ability to utilize proper standard office source manuals.

Ability to do technical keyboarding through the use of complex typesetting software.

Ability to select, assemble, and organize data and edit reports.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular

expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Accounting Clerk IV

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To maintain a variety of highly specialized and centralized accounting records and to coordinate the clerical accounting function of the unit.

CHARACTERISTIC DUTIES

Maintains and exercises control over specialized accounting records.
Analyzes various accounts and investigates discrepancies or irregularities.
Prepares cash, income, expenditure, delinquent accounts and other specialized reports and submits them in accordance with date due and procedural regulations.
Schedules and conducts interviews with students, public, faculty and staff for problem resolution.
Reviews and reconciles accounts with fund ledger.
Reviews problem areas and refers to appropriate unit for resolution.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level office support or accounting classifications.

SUPERVISION RECEIVED

Administrative supervision is received from administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Four years clerical accounting/bookkeeping experience.
Ability to operate standard office equipment.
Ability to effectively interact with students, public, faculty and staff.
Ability to work under pressure.
Light typing.

May Require:

Two years experience in specified accounting field.
Experience with computer-based accounting system.
Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Archives & Special Collections Specialist

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of complex non-standardized technical or paraprofessional activities of considerable difficulty specific to the archive records and special collections area of the library.

CHARACTERISTIC DUTIES

Performs archival record arrangement and description, audits, holdings and in accordance with University and Library policies, makes decisions as to the disposition of materials.

Assists in records transfer, accessioning and storage of archival materials.

Uses manual and computer systems to arrange, describe and access archival collections; classifies materials according to archival principles; maintains shelf lists.

Provides reference assistance for archives and special collections and assists researchers in using and accessing the collections.

Maintains administrative records related to collection use, materials and budgets in addition to preparing statistical and administrative reports.

Receives new acquisitions, verifies the appropriateness of materials according to collection policies, shelves-re-shelves materials and maintains the organization of boxes/files/stacks.

Monitors reading room activity and ensures the security of all materials, including rare and valuable books and unique archival documents.

Instructs and assigns work to student assistants and lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from administrator or designated administrative staff.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years experience in an academic or archival library.

Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to organize, prioritize and expedite workflow in a library unit.

Ability to operate standard office and library equipment.

Ability to effectively interact with the public, students, faculty and staff.

May Require:

Experience with OCLC, Voyager or another web-based catalog, web design applications such as Dreamweaver and Photoshop.

Ability to recognize identifying information in one or more foreign languages.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular

expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: December 2001
Supersedes:

FLSA Status: Non-Exempt

Title: Desktop Publisher

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To utilize computer software to produce material for presentation in books, catalogs, brochures, newsletters and other forms for distribution. Perform various printing jobs using equipment at the printing and reprographics center.

CHARACTERISTIC DUTIES

Produces print-ready copy for a variety of promotional material and publications through the use of professional level software used for desktop publishing.

Lays out formats, add graphics, and proofs various technical and promotional material.

Operates computer and printing equipment to produce a variety of materials including books, catalogs, flyers, brochures and other informational or promotional materials for on-campus clients.

Answers inquiries from mainly internal sources, i.e., faculty and staff, and provides information on established practices, procedures and services available.

Prepare material for typesetting that is required for on or off campus printing.

Uses paper cutters, stitchers, collators and other reproduction equipment.

Perform routine maintenance on equipment in the print shop.

Perform other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of University Services or designated official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years experience using software for desktop publishing applications.

Two years digital imaging experience.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: ERL Library Assistant

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of complex, non-standardized bibliographic and technical or paraprofessional activities in the Educational Resource Lab (ERL).

CHARACTERISTIC DUTIES

Performs specialized cataloging of all material types including editing online catalog records and inputting bibliographic, location, and item circulation information into the library's online total integrated cataloging system.

Creates original bibliographic records for a variety of material types, including print, realia and digital, following recognized and established formats in Library of Congress, Dewey Decimal and other standardized library formats.

Searches records and receives shelf lists for collection development, inventory, and finding item related materials.

Keeps statistics of various withdrawn materials, lists of bibliographic enhancement notes, series authorities notes, and items placed on course reserve.

Creates and maintains ERL files and databases for necessary records needs.

Prepares specialized reports by extracting, maintaining, reconciling and monitoring complex systems and records.

Performs ongoing collection maintenance tasks by assisting with selection/deselection of items, specific acquisition and donation records, statistics management, and organization of materials for best access.

Recatalogs and relabels materials from the collection that do not meet current cataloging standards.

Places materials on course reserve following established procedures.

Checks in new periodicals and claiming missing issues with vendors.

Oversees the collection development criteria that includes searching selected online databases and finding reviews in scholarly journals for notable and award-winning materials.

Creates and attaches identification security tags to library materials.

Assists in training support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Coordinator Educational Resource Lab or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible library and/or secretarial experience.

Ability to demonstrate knowledge and mastery of library standards methods, procedures, terminology, and techniques.

Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to organize, prioritize, and expedite workflow in a library unit.
Ability to select, assemble and organize data and edit reports.
Ability to compose correspondence.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source materials.

Ability to perform general bookkeeping/clerical accounting.

Ability to operate standard office and library equipment.

Ability to effectively interact with the public, students, faculty and staff.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

Ability to deal effectively with people under stress.

Ability to work under pressure.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Executive Secretary

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To provide complex secretarial duties to such officials as the provost, vice-presidents, academic deans, and high-level administrators.

CHARACTERISTIC DUTIES

Keyboards and edits for continuity and grammar various materials taken from drafts.

Answers inquiries from a variety of internal and external sources, i.e., president, deans, vice-presidents, legislators, heads of business, donors, and provides interpretative information on the policies, practices and procedures of a major administrative division.

Receives, screens, and routes calls, visitors, and correspondence, determining the appropriate priority and level needed within the major administrative division.

Initiates and/or drafts correspondence that requires a good knowledge of the division's organization, its activities, personnel, rules, and policies.

Maintains budgetary records and reports for a major administrative division.

Collects and tabulates data for complex and confidential reports from various sources including files, questionnaires and reports.

Creates and maintains unit's files; maintains and updates databases.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years progressively responsible secretarial experience.

Familiarity with university policies, rules, and regulations.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to compose correspondence.

Ability to coordinate workflow by prioritizing, instructing, and assigning work.

Ability to select, assemble, and organize data and edit reports.

Ability to effectively interact with public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

May Require:

Two years experience in clerical accounting/bookkeeping.

Ability to deal effectively with people under stress.

Ability to perform general bookkeeping/clerical accounting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and

responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Lead Reproduction Machine Operator

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To effectively create materials per client request while maintaining the printing equipment and keeping inventory stocked.

CHARACTERISTIC DUTIES

Uses both offset and digital printing machines and software programs to effectively create materials per customer requests.

Responsible for creating the specified print material, maintaining the printing equipment and keeping inventory readily stocked.

Order inventory such as, paper, ink cartridges, parts or other components.

Repair the printing machines, which may involve repair of hardware or software, depending upon the situation.

Perform routine maintenance on all equipment used in the print center.

Work on multiple printing projects and create schedules to reflect various deadlines.

Answer inquiries from internal sources i.e. faculty and staff, and provide information on established practices, procedures and services available.

Prepare various production reports

Perform other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of University Services or designated official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years digital and offset imaging experience.

Knowledge and experience with inserting, printing, bindery, hand fulfillment and shipping.

Experience in a fast pace, high volume production environment or similar background is required.

Ability to learn at a fast pace is required.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

Desired:

Extensive experience and training such as career preparation and/or vocational training.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Library Acquisitions Assistant

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of complex non-standardized technical or paraprofessional activities of considerable difficulty specific to the acquisition of library collection-related materials in all formats. This position assists in monitoring the library's materials budget and in overseeing the functional areas of materials purchasing and receiving/invoicing.

CHARACTERISTIC DUTIES

Uses a variety of specialized resources, including the online integrated library system, the internet, library databases, and publisher/vendor platforms to search for, order, receive and invoice materials in all formats.

Prepares invoices for payment by the university and reconciles monthly purchase card statements; maintains accurate order and expenditure records for the library's collections.

Participates in all aspects of the library's electronic resources workflow, including trial setup, acquisition, licensing, access, maintenance and problem resolution using a full range of vendor and library tools.

Communicates regularly with library and other university faculty regarding materials.

Identifies and evaluates vendors for both U.S. and foreign materials.

Works closely with vendors, the library's assistant dean and other university departments to maintain accurate information and to resolve any discrepancies.

Recommends new policies, procedures, and services that may improve the operation of the department.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Associate Professor and Coordinator of Collections Support Services or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible library and/or clerical accounting/bookkeeping experience.

Ability to organize, prioritize, and expedite workflow.

Ability to select, assemble and organize data and to compose and edit reports.

Attention to detail and accuracy in performance of work.

Ability to interact effectively with the public, students, faculty and staff.

Commitment to providing outstanding customer service.

Ability to compose correspondence.

Ability to work independently as well as in a team environment.

Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Proficiency using technology and ability to adapt to new technologies.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

Desired:

Library technical assistant degree.

Experience working in a library acquisitions department.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: November, 1988
Supersedes:

FLSA Status: Non-Exempt

Title: Library Assistant III

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of complex, non-standardized technical or paraprofessional activities of considerable difficulty in one or more functional areas of the library.

CHARACTERISTIC DUTIES

Performs specialized para-professional assignments of substantial variety and complexity.

Locates and selects appropriate materials to answer ready reference or selective reference question in a specific area using a full range of library tools and available reference sources.

Supervises the maintenance of complex manual and online library record systems.

Coordinates non-exempt work flow; assigns daily work and special projects, reviews completed work and advises on work in progress.

Performs maintenance and processing activities in specialized library areas requiring substantive knowledge of the major library areas.

Assists in recommending or recommends purchases in defined selection areas.

Assists in training support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the librarian in charge of section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible library experience.

Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to organize, prioritize, and expedite workflow in a library unit.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to operate standard office and library equipment.

Ability to effectively interact with the public, students, faculty and staff.

May Require:

Ability to recognize identifying information in one or more foreign languages.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Library Digital Initiatives Assistant

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To provide support for the organization, population and maintenance of Oakland University's digital scholarship collections and digitization projects.

CHARACTERISTIC DUTIES

Performs record arrangement, description, auditing, transferring, accessioning, and storage and preservation of digital files in all formats according to accepted archival and digital preservation principles.

Uses a variety of computer systems/platforms to arrange, describe, preserve and provide universal access to digital collections.

Creates and/or harvests metadata for uploading records to digital access/preservation platforms; reviews and edits posted records for accuracy and makes corrections as necessary; researches and prepares metadata for records lacking key descriptive elements.

Develops and refines new procedures, e.g., the development of metadata templates, to effectively process digital materials.

Searches library databases and other online resources to identify appropriate materials and permissions for ingestion into digital access/preservation platforms.

Prepares specialized reports and documents procedures by extracting data from, maintaining, reconciling and monitoring complex computer-based library systems.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower-level library classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the librarian in charge of section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience. Four years progressively responsible library experience, including at least one year of experience with bibliographic description and metadata in a technical services or related unit. Knowledge of metadata, controlled vocabulary or thesauri. Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures. Experience with digital imaging or multimedia software and products; familiarity with metadata production and digitization processes and hardware. Ability to work independently as well as in a team environment. Ability to effectively interact with the public, students, faculty and staff. Demonstrated strong verbal and written communication skills. Demonstrated attention to detail.

May Require:

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and advanced database applications as demonstrated by a skills assessment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular

expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 2011
Supersedes:

FLSA Status: Non-Exempt

Title: Medical Assistant III

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To provide specialized medical assistance, coordinating procedural service activities for a complex medical clinic involving processing, implementing, advising and reporting on specialized subject matter.

CHARACTERISTIC DUTIES

Supervises the use of EThomas practice management software system, initiates corrections and regular updates, builds and maintains provider and medical assistant schedules.

Supervises medical record processing including file development, maintenance and monitoring. Ensures records are released, stored and destroyed within HIPAA guidelines.

Supervises CLIA waived laboratory testing, medical testing and pharmacy dispensing system to ensure proper rules, regulations and procedures are closely followed. This includes problem solving, coordination and reporting of quarterly proficiency testing and arranging for all maintenance and repair of equipment.

Initiates and monitors correspondence with pharmaceutical, medical supply, practice management software and laboratory contractors to ensure accurate supplies, services and billing are received.

Confers with faculty and staff to advise them of and cooperate with solving procedural difficulties related to employee health care services.

Serves as a resource person and coordinator of Medical Assistant II support staff by assigning daily work and special projects, reviews completed work and advises on work in progress.

Assist medical biller in identification and problem solving of billing issues and in routine management of monthly statements.

Assist in the development and maintenance of all GHC health forms.

Assist in training support staff.

Perform other Medical Assistant II duties as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible experience as a medical assistant including office coordination, use of practice management software and HIPAA regulations.

Experience in venipuncture, EKG, injections and CLIA waived laboratory testing.

Ability to compose correspondence.

Ability to implement medical insurance billing procedures.

Ability to effectively interact with the public, students, faculty and staff.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular

expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 2011
Supersedes:

FLSA Status: Non-Exempt

Title: Medical Library Assistant

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To provide secretarial services and coordinate office support for the Director and faculty of the OUWB School of Medicine Library. To perform a variety of complex, non-standardized technical or paraprofessional activities of considerable difficulty in the OUWB School of Medicine Library.

CHARACTERISTIC DUTIES

Performs specialized paraprofessional assignments of substantial variety and complexity.

Locates and selects appropriate materials to answer ready reference or selective reference questions in a specific area using a full range of library tools and available reference sources.

Supervises the maintenance of complex manual and online library records systems.

Performs maintenance and processing activities in specialized library areas requiring substantive knowledge of the major library areas.

Assists in training support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Creates and maintains unit's files; maintains and updates databases.

Keyboards and edits for continuity and grammar various materials taken from drafts.

Prepares specialized status reports by extracting data from, maintaining, reconciling and monitoring complex computer-based and accounting systems.

Coordinates work-flow with that of other departments and outside agencies and makes certain that appropriate personnel are informed as to changes in rules, regulations, and policies.

Creates and maintains the unit's calendar, schedules interviews, committee meetings, etc., and prepares relevant information.

Initiates correspondence and personal contacts to acquaint others with rules, regulations, procedures and guidelines.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of the Medical Library and/or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible library and/or secretarial experience.

Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to organize, prioritize, and expedite workflow in a library unit.

Ability to select, assemble and organize data and edit reports.

Ability to compose correspondence.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source materials.

Ability to perform general bookkeeping/clerical accounting.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to operate standard office and library equipment.
Ability to effectively interact with the public, students, faculty and staff.
Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.
Ability to deal effectively with people under stress.
Ability to work nights and weekends.
Ability to successfully coordinate and attend university sponsored social functions.
Ability to work under pressure.

Desired:

Library Technical Assistant degree.
Experience working in a health sciences library.
Knowledge of medical terminology.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Office Assistant III

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To provide specialized office assistance, coordinating procedural business or service activities for a complex program area involving processing, implementing, advising and/or reporting specialized subject matter.

CHARACTERISTIC DUTIES

Supervises the maintenance of centralized record systems in connection with academic programs, schedules hearings, interviews, committee meetings, etc., and prepares relevant information.

Serves as a resource person responsible for processing and coordinating a specialized complex service or business function.

Initiates correspondence and personal contacts to acquaint others with rules, regulations, procedures and guidelines.

Prepares specialized status reports by extracting data from, maintaining, reconciling and monitoring complex computer-based and accounting systems.

Coordinates the collection and assembly of information describing and interpreting business or service activities, policies, rules and/or procedures and prepares such information for publication.

Confers with program administrators, faculty and staff to advise them of and cooperate with solving procedural difficulties.

Coordinates non-exempt workflow, assigns daily work and special projects, reviews completed work and advises of work in progress.

Coordinates work-flow with that of other departments and outside agencies and makes certain that appropriate personnel are informed as to changes in rules, regulations, and policies.

Collects specialized program information and drafts program revisions utilizing various software applications for administrative and/or committee consideration.

Assists in determining program and personnel needs.

Assists in training support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible office experience, including direct experience in office coordination, i.e., prioritizing work assignments, maintaining work flow to meet deadlines.

Ability to compose correspondence.

Ability to operate standard office equipment.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Light typing.

May Require:

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Experience in clerical accounting/bookkeeping.

Ability to successfully coordinate and attend university sponsored social functions.

Ability to work under pressure.

Knowledge of the subject area.

Desired:

Experience in applying U.S. postal rates and regulations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Computer Operator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To operate, monitor and track complex computer systems by use of multiple interfaces and associated logs, diagrams and controls.

CHARACTERISTIC DUTIES

Operates complex computer systems by use of established instructions and protocols, multiple interfaces and associated logs, diagrams and controls.

Process job schedules, instructions, including systems backup processes which have been submitted to University Technology Services or created by UTS staff members.

Assists with data backup and organization and storage of backup media.

Monitors the progress of job schedules, operations, workflows and systems backup processes by use of established protocols and reports on all problems and errors.

Assist network and systems engineers with the installation and/or relocation of systems, racks or related equipment, including placement of a system within an enclosure.

Performs preventative maintenance on all equipment as directed by network and systems engineers. Notifies network and systems engineers of equipment malfunction(s).

Monitor and record environmental systems and controls for all datacenter locations.

Maintains or assists in the maintenance of a comprehensive log of all shift activity, including network, hardware and software performance issues, malfunctions, utilization and environmental conditions.

Performs duties characteristic of similar or lower level computer classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

Associate degree in computer or information systems technology or a comparable combination of education and at least a year of experience. If no higher education applies, at least three years operations experience, either on the job or in an educational program, using computers and various software and peripheral equipment or comparable installation complexity.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Excellent oral and written communication skills. Ability to communicate effectively with others.

Perform physically active work requiring frequent bending, pulling, pushing and lifting a minimum of 10 lbs.

Experience with word processing, spreadsheet and diagramming software such as Microsoft Office Suite, Visio, etc.

Knowledge of and ability to apply the principles, practices and techniques of computer and network operations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Coordinator Personnel Records

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To coordinate personnel records processing activities, monitor various leave programs and maintain all non-academic personnel records.

CHARACTERISTIC DUTIES

Maintain non-academic personnel records in both hard copy and in the human resource system.

Coordinate the administration of leave programs.

Monitor employee leave status including leave options, initiating correspondence, maintaining records and responding to inquiries.

Coordinate the longevity programs for various non-academic employee groups.

Determine longevity eligibility, generate all related correspondence, initiate payment processing and respond to inquiries.

Respond to employment verifications.

Maintain leave accrual records, initiate system change, maintain lost time register and calculate unused vacation hours, payment for unused sick hours and prorated longevity payment according to contractual guidelines at the time of the termination.

Prepare and distribute reports to comply with association contract obligations and administrative needs using human resource system.

Initiate correspondence and personal contacts to acquaint others with rules and regulations, procedures, guidelines and association contract language.

Instruct and assign work to students and/or lower level nonexempt employees.

Initiate and coordinate changes in the human resource system.

Perform duties characteristic or similar or lower level clerical or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Vice President of Human Resources or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years progressively responsible office experience including two years experience working with computerized payroll personnel human resource systems and direct experience in office coordination.

Light typing.

Ability to compose correspondence.

Ability to work under pressure with extreme accuracy.

Ability to operate standard office equipment.

Ability to successfully interact with students, public, faculty and staff.

Ability to use a personal computer for word processing applications such as utilizing columns or tables, sorting or creating macros.

Ability to use a personal computer for spreadsheet applications such as creating macros, using range names, or using the file extract/combine feature.

Ability to use a personal computer for data base applications such as set commands, links, appends, or calculating.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Data Management Technician

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

Supports the recruitment efforts of the University by maintaining the data integrity of databases and provides functional user and high level technical expertise. Responsible for the operational maintenance and data integrity of databases including, but not limited to, Banner and CRM, and ensures accuracy of data by updating and changing student information and by developing methods to check for discrepancies. Builds and maintains data mapping and import and export rules of a wide range of source files, including ACT and SAT, and all work related to processing student applications and reports. Assures quality of all data entered by identifying and correcting discrepancies.

CHARACTERISTIC DUTIES

Builds and maintains data mapping and import and export rules of a wide range of source files, including ACT and SAT.

Creates and maintains queries and communication flow rules utilizing Banner and MS Access.

Maintains and develops ad-hoc reports and audits.

Runs Banner mail jobs, merging data and printing letters to prospective and admitted students.

Inactivates addresses in Banner for returned mail.

Imports electronic transcripts into Banner Document Management.

Works with document imaging, indexing and data entry of application credentials.

Works closely with Enrollment Information and Analysis team to improve database operations and data import/export processes.

Monitors, filters and corrects data and troubleshoots and problem solves all system related issues.

Develops procedures to automate manually performed procedures.

Synchronizes student information between CRM and Banner; develops procedures related to handling of data and data integrity; frequently runs audits to ensure data integrity.

Assists with data entry during high volume periods.

Participates in on-campus recruitment events.

Retrieves online applications and application credentials.

Resolves Banner duplicates.

Manages the inventory of processing folders and mail supplies.

Coordinates and supervises the work of student employees assigned to office support tasks.

Sorts, organizes, and matches application credentials of prospective students.

Enters application credentials; marks the proper notation on file folders; sends college transcripts to the Registrar's Office.

Responsible for physical file management, including document purging.

Responsible for the development and maintenance of data training guides for use by student employees and staff; trains new hires as requested.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

High School graduation or an equivalent combination of education and experience. Four years' experience in a wide scope of modern data management procedures, or an equivalent combination of training experience. Extensive knowledge in use and structure of database and spreadsheets software. Broad experience with relational database management required, including proficiency in MS Access and Excel; preference for those with experience in SQL, Cognos, Argos or other report writing and querying tools. Ability to provide report information in spreadsheet, graph and table format. Ability to maintain confidentiality. Ability to manage multiple tasks in a fast paced and high pressure environment. Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures. Ability to compose correspondence. Ability to operate standard office equipment. Ability to effectively interact with the public, students, faculty and staff. Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: February, 1986
Supersedes:

FLSA Status: Non-Exempt

Title: Electron Microscopy Technician

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To prepare materials for, operate and maintain electron microscopes and related equipment.

CHARACTERISTIC DUTIES

Prepares biological materials for electron microscope using fixation, dehydration, or embedding.

Cuts thick and thin sections, stain grids and slides.

Surveys ultra-thin sections in electron microscope.

Performs photographic work.

Assists new users in the proper use of equipment and techniques.

Refines new procedures, adopts and/or modifies standard methods to resolve technical difficulties.

Maintains and organizes laboratory facilities and supplies.

Locates and/or assists in locating and reviewing information and literature relevant to the specific research activity.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

A bachelor's degree and/or equivalent training and experience in electron microscopy such that mastery of standard methods, procedures, terminology, and techniques can be demonstrated.

Practical knowledge and understanding of standard laboratory procedures and/or scientific theory and methods common to electron microscopy techniques.

Ability to operate and perform routine maintenance on specific special purpose equipment.

Skill and willingness to work with and maintain proper safety conditions associated with radioactive, infectious, poisonous, or otherwise dangerous materials and knowledge of safety requirements and regulations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Facility Records Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of highly specialized complex technical para-professional analyses of considerable difficulty and provide specialized office assistance, coordinating procedural business or service activities for a complex program area.

CHARACTERISTIC DUTIES

Receives, evaluates, determines applicability and processes work orders through eMaint, the University work order system.

Maintains documentation and computerized inventory of campus vehicles.

Audits and processes information through eBuilder including purchase requisitions, purchase orders and Plant Fund projects.

Reconciles financial transactions through eMaint.

Assists in eMaint and eBuilder with Accounts Payable and Purchasing processes.

Serves as a primary resource person responsible for processing and coordinating a specialized complex service or business function and determining proper procedures to be followed.

Prepares specialized status reports by extracting data from, maintaining, reconciling and monitoring complex computer-based and accounting systems.

Handles cash and records transactions of Greenhouse sales and miscellaneous activities for Facilities Management.

Trains campus community on eMaint in the Hub, the computer maintenance management system.

Instructs and assigns work to students and/or lower level non-exempt employees.

Trains support staff.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Business Manager or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High School graduation or an equivalent combination of education and experience.

Five years progressively responsible office experience, including direct experience in office coordination, i.e., prioritizing work assignments, maintaining work flow to meet deadlines.

Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to compose correspondence.

Ability to operate standard office equipment.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and advanced database applications as demonstrated by a skills assessment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Grad School Data Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

Supports the Graduate School of the University by maintaining the transition of data from various external sources/systems to Banner. Ensures data integrity of data imported/exported to/from the Banner enterprise system and provides functional user and technical expertise. Ensures data accuracy by adhering to established Banner Data Standards and Policies; and developing; and administering audit methods to monitor, identify and correct data discrepancies. Collaborates in developing the data mapping rules for importing/exporting data from a wide range of external sources/systems to the appropriate destinations within Banner, including both field value and properties and all work related to creating and processing student applications and reports.

CHARACTERISTIC DUTIES

Collaborates in developing the data mapping rules and procedures for importing/exporting data from a wide range of external sources/systems to the appropriate destinations within Banner
Creates and maintains reports and work flow rules utilizing Banner, MS Access and other systems.
Maintains and develops ad-hoc reports and audits.
Manages and updates applicant records as necessary.
Imports data from approved external systems to the Banner enterprise system and exports select data back to the host system.
Imports/exports data from external sources like GMAT, GRE, TOEFL, MELAB, IELTS and PEARSON to/from the Banner enterprise system.
Imports/exports documents to Banner Document Management and indexes according to established standards
Assists in working to improve database operations and data import/export processes.
Monitors, filters and corrects data and troubleshoots and problem solves system related issues.
Develops procedures to automate manually performed procedures.
Develops procedures related to data integrity and accuracy; frequently runs audits to ensure data integrity and resolve Banner data integrity issues; and update procedural guidelines as necessary.
Assists with data entry as necessary.
Creates workflows to retrieve or display a variety of data for select online applicant populations
Manages, troubleshoots and problem solves the electronic faculty review process for all graduate applicants and provides training support to graduate faculty.
Coordinates and supervises the work of student employees assigned to office support tasks.
Sorts, organizes, and matches application credentials of prospective students.
Responsible for file management, including document purging.
Responsible for the development and maintenance of data training guides for use by student employees and staff; trains new hires as requested.
Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Assistant Dean or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High School graduation or an equivalent combination of education and experience.

Four years' experience in a wide scope of modern data management procedures, or an equivalent combination of training experience.

Extensive knowledge in use and structure of database and spreadsheets software.

Broad experience with relational database management required, including proficiency in MS Access and Excel; preference for those with experience in SQL, Cognos, Argos or other report writing and querying tools.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and advanced database applications as demonstrated by a skills assessment.

Ability to provide report information in spreadsheet, graph and table format.

Ability to maintain confidentiality.

Ability to manage multiple tasks in a fast paced and high-pressure environment.

Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to compose correspondence.

Ability to operate standard office equipment.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: IT Services Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of highly specialized complex technical para-professional analyses of considerable difficulty and to coordinate multiple lower level technical functions required to provide services in an integrated system.

CHARACTERISTIC DUTIES

Group leads lower level office staff in all technical procurement activities, professional development coordination activities, and technical service delivery activities.

Supervises the maintenance of centralized file and record systems in connection with campus-wide software, hardware, and network electronics purchases, including vendor records, license files, and support contracts.

Refines new procedures, adopts, and/or modifies, standard methods to resolve technical and administrative problems.

Locates and disseminates information relevant to specific technical activities, including governmental requirements, regulatory requirements, and review of legal and contract documentation.

Serves as a primary resource person responsible for processing and coordinating a specialized complex service or business function and making decisions about proper procedures to be followed.

Prepares specialized status reports by extracting data from, maintaining, and reconciling and monitoring complex computer-based and accounting systems, including reconciling accounting and subsidiary records to trace transactions and monitor budgets across multiple general funds and periodic plant funds.

Reviews records and prepares reports on department-wide activities.

Oversees the collection and assembly of information describing and interpreting business or service activities, policies, rules, legal requirements and/or procedures and prepares such information for publication.

Confers with program administrators, faculty, staff, students and vendor representatives to advise them of and cooperate with solving procedural difficulties.

Trains support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director IT Services Alliance or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years progressively responsible office experience, including direct experience in office coordination, i.e., prioritizing work assignments, maintaining workflow to meet deadlines.

Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to compose correspondence.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

Knowledge of purchasing and payment procedures, if applicable.

Experience extracting financial data from computer based systems and reports for monthly budget tracking on multiple funds.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals and documentation.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Laboratory Research Technician II

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To carry out research activities utilizing and adopting standard laboratory procedures to meet specific research requirements.

CHARACTERISTIC DUTIES

Conducts research activities utilizing moderately complex scientific methods, procedures, techniques, and skill. Confers with professional research staff and student researchers to establish priorities to design experiments and to review instructions, procedures, methods, techniques and requirements.

Refines new procedures, adopts and/or modifies standard methods to resolve technical difficulties.

Records research/test results and prepares necessary documentation, summaries and compilations.

Maintains research budget records.

Maintains and organizes laboratory facilities and supplies.

Locates and/or assists in locating and reviewing information and literature relevant to the specific research activity.

Instructs and assigns work to students or lower level non-exempt employees.

Performs duties characteristic of Laboratory Research Technician I classification as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

Bachelor's degree and/or equivalent training and some experience in a specific discipline such that mastery of standard methods, procedures, terminology and techniques can be demonstrated and adapted to the research setting.

Practical knowledge and understanding of standard laboratory procedures and/or scientific theory and methods common to a specific discipline.

Ability to operate and perform routine maintenance on laboratory equipment.

Skill and willingness to work with and maintain proper safety conditions associated with radioactive, infectious, poisonous or otherwise dangerous materials and knowledge of safety requirements and regulations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Laboratory Stockroom Coordinator

Grade: C-9

BASIC FUNCTION

To be responsible for all of the departmental instructional laboratories. Coordinate laboratory activities including preparing solutions, setting up weekly experiments for all laboratory courses, ordering stockroom supplies, and ensuring that the equipment and facilities are in proper working condition.

CHARACTERISTIC DUTIES

Prepare all solutions, reagents, and equipment necessary for laboratory courses.
Responsible for the maintenance of all departmental instructional laboratories.
Maintain basic departmental laboratory equipment.
Oversee the daily operation of departmental instructional laboratory facilities and stockroom, including purchasing supplies and equipment as needed.
Maintain up-to-date chemical, equipment and supply inventory.
Test new or revised laboratory experiments to be introduced to students as directed by faculty.
Supervise and train student stockroom employees and laboratory teaching assistants.
Maintain department Material Safety Data Sheet (MSDS) library.
Serve as primary departmental safety contact for instructional laboratories.
Assist in departmental safety compliance matters.
Coordinate with Environmental Health and Safety regarding departmental hazardous waste handling.
Maintain instructional laboratory budget and records.
Assist Departmental Laboratory Manager in reconciling laboratory budget.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

Bachelor's degree and/or equivalent training and some experience in a specific discipline such that mastery of standard methods, procedures, terminology and techniques can be demonstrated and adapted to the research setting.
Knowledge of routine solution preparation and scientific equipment used in teaching.
Strong organizational and communication skills.
Ability to establish and maintain up-to-date inventory records.
Basic accounting and bookkeeping skills.
Ability to effectively interact with the public, students, faculty, and staff.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 2017
Supersedes:

FLSA Status: Non-Exempt
Grade: 9

Title: Library Electronic Resources Assistant

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of highly specialized complex, non-standardized technical or paraprofessional activities of considerable difficulty and to coordinate lower level technical operations to support activities related to the acquisition, maintenance and evaluation of library electronic resources. To prepare reports and manipulate data to support library decision-making.

CHARACTERISTIC DUTIES

Performs highly specialized analysis, maintenance and processing activities in specialized library areas requiring substantive knowledge of library electronic resources and library acquisitions standards, protocols and best practices.

Develops and refines new procedures and systems to track complex manual and online library records, including licensing and subscription terms.

Coordinates workflow and communication with internal and external contacts to support the acquisition and maintenance of library electronic resources.

Serves as primary departmental contact to respond to, investigate and resolve library electronic resource problems using a full range of vendor and library tools.

Consults with library faculty and professional staff to prepare customized reports of electronic resources use and cost by extracting data from, analyzing, maintaining, reconciling and monitoring complex computer-based library, vendor and accounting systems.

Trains support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.

Two years library experience, plus three additional years progressively responsible library or office experience.

Ability to demonstrate knowledge of electronic resource acquisition and maintenance standards, protocols and best practices; for example, COUNTER standards and SUSHI protocols.

Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to organize, prioritize, and expedite workflow.

Ability to select, analyze and organize data and to compose and edit reports.

Ability to compose correspondence.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source materials.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and advanced database applications as demonstrated by a skills assessment.

Ability to interact effectively with the public, students, faculty and staff.

Desired

Library Technical Assistant degree.

At least one year working with library electronic resources management.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Library Technician III

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of highly specialized complex technical bibliographic functions of considerable difficulty and to coordinate lower level technical operations required to maintain the library's online total integrated system.

CHARACTERISTIC DUTIES

Performs highly specialized cataloging assignments of substantial variety and complexity, including editing online records and inputting bibliographic information into the library's online total integrated computer system. Group leads lower level library technicians in all technical activities.

Refines new procedures, adopts, and/or modifies standard methods to resolve technical and bibliographic problems.

Locates, interprets and disseminates information relevant to the specific technical activity, including Library of Congress, Voyager, and OCLC documentation.

Trains support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library or office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the librarian in charge of the section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years library experience including three years cataloging online bibliographic records in a technical services unit using national bibliographic utilities.

Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to demonstrate knowledge and mastery of library standards methods, procedures, terminology, and techniques; for example, OCLC, Voyager, MARC records, Library of Congress system.

Ability to organize, prioritize, and expedite workflow in a library unit.

Possess the keyboarding skills necessary to perform successfully in this position.

Ability to effectively interact with the public, students, faculty and staff.

Ability to recognize identifying information in one or more foreign languages and/or music.

Desired:

A bachelor's degree or an equivalent combination of education and experience.

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expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Payroll Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To coordinate payroll, tax, time and attendance processing activities, monitor multiple regulatory compliance activities and administer reconciliation of payroll and vendor invoicing processes.

CHARACTERISTIC DUTIES

Oversees the collection and assembly of information describing and interpreting business or service activities, policies, rules, legal requirements and/or procedures and prepares such information for distribution.

Serves as a primary resource person being responsible for processing and coordinating a specialized complex service or business function and making decisions about proper procedures to be followed.

Responds to correspondence and personal contacts to acquaint others with rules and regulations, procedures, guidelines and association contract language.

Confers with administrators, faculty, staff and students to advise them of procedures and coordinates with solving procedural difficulties.

Maintains payroll records in the University payroll, time and attendance systems.

Initiates and coordinates changes in the payroll, time and attendance systems.

Reconciles payroll and benefit accounts between University systems and vendor invoices. Identifies discrepancies between systems and coordinates with Human Resources staff to resolve issues.

Maintains and reconciles payroll deduction records for various benefits.

Evaluates tax and supporting documentation for international employee population and maintains records in the University international tax software. Makes determination of applicable tax treaty status and coordinates recordkeeping between tax system and payroll system.

Distributes reports to comply with University business needs and association contract obligations using payroll and time and attendance systems.

Monitors employee leave report submissions, coordinating record maintenance with Human Resources staff and responding to inquiries. Troubleshoots access and routing errors with leave submission.

Processes and responds to requests for garnishment, lien, levy and other mandated deductions including an evaluation of priority of orders.

Responds to employment and wage verification requests.

Processes new hire reporting according to state guidelines.

Delivers standardized training for payroll, time and attendance functions and procedures.

Instructs and assigns work to students and/or lower level nonexempt employees.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years relevant experience or an equivalent combination of education and experience.

Ability to work under pressure with extreme accuracy in a high-volume processing environment with strict time deadlines.

Strong customer service skills with ability to problem solve.

Ability to work with confidential data.

Ability to successfully interact with students, public, faculty and staff.

Ability to use a personal computer for Excel spreadsheet applications.

Ability to operate standard office equipment.

Knowledge of proper grammar, spelling, punctuation and ability to utilize proper standard office source materials.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Pcard Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

Responsible for the administration of the Purchasing Card (Pcard) process and data maintenance in various systems, including system and data reconciliation and implementation and providing training and technical assistance to faculty and staff.

CHARACTERISTIC DUTIES

Oversees and maintains Pcard bank applications and data management in various systems. Tests new systems functionality, assists with data feeds to and from integrated systems, monitors accounting extract feeds to ERP and assists in updating new profiles.

Ensures that new cardholder requests are appropriate and properly approved before a new card is issued. Also ensures that cardholder profile requests are appropriate and approved before changes are processed and in accordance with OU policies. Assists in gathering relevant data for vendor review and selection and service level agreement reviews.

Maintains the data feed to the internal Pcard Reporting System (PRS) and reconciles the data to ERP. Develops and provides training for faculty and staff, on the proper use of the Pcard for travel events, departmental purchases, online expense allocations and more with emphasis on compliance with related OU policies. Updates training materials and job aids.

Serves as a primary resource person responsible for processing and coordinating a specialized complex service or business function and determining proper procedures to be followed.

Prepares specialized status reports by extracting data from, maintaining, reconciling and monitoring complex computer-based and accounting systems.

Reviews and leads the task of audits of Pcard statements and maintains the Pcard database for expense activity by cardholder. Follows up with cardholders on transactions, allocations and statements to maintain compliance with OU policies and expense reporting requirements.

Coordinates the reconciliation process to ensure reimbursements and payments are accurate and timely.

Maintains the Pcard website content and landing page for functional and informational updates.

Assists in developing Pcard policy changes and documentation of system upgrades and configuration changes.

Instructs and assigns work to students and/or lower level non-exempt employees.

Trains support staff.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Accounts Payable Manager or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High School graduation or an equivalent combination of education and experience.

Four years' relevant experience, or equivalent combination of education and experience, including knowledge of accounting principles and preferred experience with Pcard, travel and expense transaction

processing.

Experience in leading a group with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to compose correspondence.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and advanced database applications as demonstrated by a skills assessment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Printing & Reprographics Center Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To coordinate the operation of printing, reprographics and the activities of the personnel assigned to this operation.

CHARACTERISTIC DUTIES

Coordinates production of printing jobs, ordering stock, typesetting, printing plates, pricing, scheduling and job follow-up.

Consults with staff and department heads on printing jobs, including price quotes, layouts, paper stock selection, and scheduling of the job.

Works with appropriate department on requisitions for printing jobs received and gives price quotes on doing jobs in the university printing center.

Prepares and schedules typesetting and plate making from vendors on printing jobs when needed.

Prepares various production reports.

Maintains inventory controls and the ordering of printing supplies for the department.

Assumes the duties characteristic of Reprographic Machine Operator classification if necessary.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from unit supervisor or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience. Five years experience in printing and binding, including two years experience in offset press operation, with experience in group leading. Ability to do costing, layout, and paper stock selection. Ability to effectively interact with faculty, staff, students and general public.

Ability to work under pressure with extreme accuracy. Ability to deal effectively with people under stress. Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Purchasing Assistant

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To perform moderately complex procurement tasks involved in affecting the purchase or sale of commodities for the university.

CHARACTERISTIC DUTIES

Edits and reviews purchase orders and requisitions for inconsistencies, errors, and ambiguities.

Provides information to departments concerning pricing on ordered materials and related information.

Places and expedites purchase orders for commodities as assigned or in the absence of both the Director of Purchasing and the Buyer.

Initiates contact with vendors, places and expedites purchase orders and handles complaints for specific vendor accounts.

Composes, edits and keyboards correspondence, purchase orders, memoranda, and related materials.

Group-leads clerical staff in various keyboarding and clerical activities.

Instructs and assigns work to students or lower level non-exempt employees.

Performs the duties characteristic of similar and lower-level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of Purchasing or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year experience in purchasing methods and procedures.

Five years general office work experience, including three years experience in accounting and business.

Ability to effectively interact with public, students, faculty and staff.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to compose correspondence.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: January, 2003
Supersedes:

FLSA Status: Non-Exempt

Title: Registrar Office Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of highly specialized complex technical para-professional analyses of considerable difficulty and to coordinate multiple lower level technical functions required to provide services in an integrated system.

CHARACTERISTIC DUTIES

Group leads lower level office staff in all technical activities.

Refines new procedures, adopts, and/or modifies, standard methods to resolve technical and administrative problems.

Locates, interprets, and disseminates information relevant to the specific technical activity, including governmental requirements and review of legal documentation.

Serves as a primary resource person being responsible for processing and coordinating a specialized complex service or business function and making decisions about proper procedures to be followed.

Prepares specialized status reports by extracting data from, maintaining, and reconciling and monitoring complex computer-based and accounting systems.

Report on department-wide activities.

Oversees the collection and assembly of information describing and interpreting business or service activities, policies, rules, legal requirements and/or procedures and prepares such information for publication.

Confers with program administrators, faculty, staff, students and representatives of other colleges and universities to advise them of and cooperate with solving procedural difficulties.

Trains support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years progressively responsible office experience, including direct experience in office coordination, i.e., prioritizing work assignments, maintaining work flow to meet deadlines.

Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to compose correspondence.

Ability to operate standard office equipment.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

May Require:

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Light typing.

Experience in clerical accounting/bookkeeping.

Ability to successfully coordinate and attend university sponsored social functions.

Knowledge in the subject area.

Ability to work under pressure with extreme accuracy.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Research Information Clerk II

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To maintain data files in the Office of Institutional Research; prepare research runs, assist in performance, analyses and coordinate office organization.

CHARACTERISTIC DUTIES

Maintain data files in efficient order by updating, revising, or adding data.

Sets up computer programs for research operations.

Performs various clerical duties for the Office of Institutional Research, such as monitoring expenditures, maintaining staff payroll records and initiating office procedures.

Prepares routine and specialized reports upon request.

Assists in analysis of data and data graphing.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director, Office of Institutional Research or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years work experience including two years in data processing or equivalent combination of education and experience.

Possess the keyboarding skills necessary to perform successfully in this position (minimum 30 wpm).

Ability to learn simple programming.

Ability to operate standard office equipment.

Knowledge of proper grammar, spelling, punctuation and ability to utilize proper standard office source materials.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: March 2008
Supersedes:

FLSA Status: Non-Exempt

Title: Senior Desktop Publisher

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To coordinate the operation of printing, reprographics and the activities of the personnel assigned to the printing and reprographics center. To utilize current software and hardware technology to produce material for presentation in books, catalogs, brochures, newsletters and other forms for distribution as requested by OU affiliates.

CHARACTERISTIC DUTIES

Produces print-ready copy for a variety of promotional material and publications through the use of professional level software used for desktop publishing.

Lays out formats, add graphics, and proofs various technical and promotional material.

Operates computer and printing equipment to produce a variety of materials including books, catalogs, flyers, brochures and other informational or promotional materials for on-campus clients.

Serves as a resource person responsible for processing and coordinating a specialized complex service or business function.

Consults with clients concerning print jobs, including price quotes, layouts, paperstock selection and scheduling of the job.

Answers inquiries from mainly internal sources, i.e., faculty and staff, and provides information on established practices, procedures and services available.

Confers with supervisor and/or client to resolve client complaints.

Prepare material for typesetting that is required for on or off campus printing.

Uses paper cutters, stitchers, collators and other reproduction equipment.

Oversees routine maintenance on equipment in the print shop.

Maintains all computers and the specialized printing programs.

Evaluates and recommends new software and hardware technology purchases and equipment upgrades.

Perform routine maintenance on equipment in the print shop.

Perform other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of University Services or designated official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years experience using software for desktop publishing applications.

Two years digital imaging experience.

Ability to do costing, layout and paper stock selection.

Ability to effectively interact with faculty, staff, student and general public.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular

expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Senior Media Distribution Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of highly specialized complex technical para-professional analyses of considerable difficulty in coordinating multimedia support services for special events and distance learning/video conference programs and scheduling, distributing and coordinating set-up of audio visual/computer multi-media equipment and materials. Oversee large staff of student employees involved in servicing the multimedia needs of the campus.

CHARACTERISTIC DUTIES

Provides assistance to customers by determining equipment, service needs and user orientation.

Coordinates and supports services for distance learning/video conference programs including troubleshooting, training, orientation of users and scheduling of resources.

Supervises student employees providing multimedia support and computer laboratory oversight including hiring, scheduling, evaluating and terminating staff.

Oversees and coordinates multimedia support services for special events including planning, testing, set-up and operation of multimedia systems. Serves as primary support for events featuring executive staff and Board of Trustees members.

Coordinates repairs and software installations, troubleshoot problems and maintains media management systems operation capability.

Oversees staffing and facilities for student computer laboratory, including equipment upgrades and maintenance.

Coordinates audio visual computer multimedia deliveries, set-up, retrievals, storage, and provides additional supplies as needed.

Prepares and maintains work schedules and coordinates audio visual/computer multimedia assignments and develops operating procedures.

Receives, evaluates, and determines equipment and service needs, and processes work orders.

Oversees and/or arranges for equipment repair, replacement, cleaning and other routine and periodic maintenance.

Maintains current knowledge of multimedia and computer equipment and maintenance to allow for proper handling, troubleshooting and repair of technologically advanced devices.

Maintains computerized inventory/statistics and reports of equipment at all sites, including equipment requests, usage, repair and maintenance.

Investigates and follows up on lost, missing, or overdue equipment and materials and prepares appropriate notifications and reports.

Orientates and instructs faculty, staff, and students in the proper use of audio visual/computer multimedia equipment and materials.

Instructs and assigns work to lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office support duties.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years computer multi-media and audio-visual presentation experience including experience in the coordination of multimedia services.

Three years experience managing and facilitating the use of audio/visual instructional technology and multimedia resources and services.

Three years experience coordinating and managing instructional technology support resources.

Experience in group leading with ability to instruct and direct student employees in work methods and procedures.

Light typing.

Ability to operate various computer multi-media and audio visual equipment.

Ability to effectively interact with students, public, faculty and staff.

Ability to transport and place audio-visual and computer multimedia equipment for use at locations throughout campus.

Ability to occasionally work evenings or weekends.

Possess a valid Michigan driver's license with a driving record to allow insurability by Oakland University's insurance carrier.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Service Center Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

To coordinate the operation of printing, reprographics, mail and the activities of the personnel assigned to the service center.

CHARACTERISTIC DUTIES

Coordinates production of printing and mail jobs, ordering stock, typesetting, printing plates, pricing, scheduling and job follow-up.
Consults with staff and department heads on printing and mail jobs, including price quotes, layouts, paper stock selection and scheduling of the job.
Maintains inventory controls and the ordering of printing and mail supplies for the above.
Coordinates the maintenance of centralized records systems and prepares relevant information.
Services as a resource person being responsible for processing and coordinating a specialized complex service or business function.
Initiates correspondence and personal contacts to acquaint others with rules, regulations, procedures and guidelines.
Prepares specialized status reports by extracting data from, maintaining, reconciling and monitoring complex data processing, accounting and production systems.
Coordinates the collection and assembly of information describing and interpreting business or service activities, policies, rules and/or procedures and prepares such information for publication.
Coordinates work flow with that of other departments and outside agencies and makes certain that appropriate personnel are informed as to changes in rules, regulations and policies.
Assists in training support staff.
Operates postage meter machines, weigh, compute postage and affix postage on all types of foreign and domestic mail.
Receives and process special delivery, registered, insured and certified mail.
Performs routine cleaning and maintenance of mail equipment and work areas.
Operates various mailroom equipment including UPS online computerized equipment.
Answers questions regarding postal rates and mail room services to various clientele including deans, department heads, faculty and staff.
Handles cash and record transactions including reconciliation for the sale of over the counter postal and printing services.
Performs other duties characteristic of similar and/or lower level office support to technical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of University Services or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Five years experience in printing and binding including experience in the offset press operation.
Experience in group leading.

Ability to do costing, layout and paper stock selection.

Ability to effectively interact with faculty, staff, students and general public.

Ability to become notary.

Ability to organize, prioritize and expedite workflow.

Desired:

Experience in applying United States postal rates and regulations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Training Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

Coordinates, plans, and monitors organizational training programs and coordinates multiple technical functions required to provide services in an integrated system.

CHARACTERISTIC DUTIES

Evaluates training packages/materials, including outline, text, and handouts written by Learning and Organization Development team members.

Refines new procedures, adopts, and/or modifies, standard methods to resolve technical and administrative problems.

Locates, interprets, and disseminates information relevant to the specific technical activity, including governmental requirements and review of legal documentation.

Serves as a primary resource person responsible for processing and coordinating a specialized complex service or business function and determining proper procedures to be followed.

Coordinates and tracks relevant training, certifications, and development programs.

Schedules classes based on availability of classrooms, equipment, and instructors.

Prepares training materials including the construction of binders, course books and any relevant job aids that facilitate the training process.

Delivers standardized training and educational programs for employees to improve their skills and knowledge.

Prepares specialized status reports by extracting data from, maintaining, reconciling and monitoring complex computer-based and accounting systems.

Researches and develops training programs for an organization.

Evaluates training delivery, measures results, and recommends program changes.

Initiates correspondence and personal contacts to acquaint others with rules, regulations, procedures and guidelines.

Instructs and assigns work to students and/or lower level nonexempt employees.

Assists in training support staff.

Assists in determining program and personnel needs.

Performs other duties characteristic of similar and/or lower level office support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Learning & Organizational Development Manager or designee.

MINIMUM QUALIFICATIONS

Required:

Bachelor's Degree or an equivalent combination of education and experience.

Five years progressively responsible office experience including two years' experience working with computerized learning systems and direct experience in office coordination.

Ability to compose correspondence.

Ability to provide one on one training to various levels of university personnel.

Ability to effectively interact with students, public, faculty and staff.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and advance database applications as demonstrated by a skills assessment.

Knowledge of proper grammar, spelling and punctuation in order to initiate correspondence related to rules, regulations, procedures and guidelines.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Veterans Certification Coordinator

Grade: C-9

BASIC FUNCTION & RESPONSIBILITY

Coordinate the Department of Veteran Affairs educational benefits, according to Educational Bill Title 38 U.S.C. to eligible students and their dependents. To serve as the primary School Certifying Official and will keep the Veteran Administration (VA) informed of the enrollment status of veterans and dependents as well as ensure appropriate payment of those benefits.

CHARACTERISTIC DUTIES

Assist students with and process applications for VA educational benefits; process requests from guest students and provide parent letters as requested; disseminate appropriate federal forms; instruct students in correct procedures to complete necessary forms; inform students of supporting documentation needed to complete the application process.

Coordinate the process of certifications to assure the timely payment of benefits; notify students of courses not receiving VA educational benefits; update student educational plan to reflect student enrollment; track and report students that do not meet the minimum academic and progress standards. Electronically certify student benefits using Veterans Administration-Online Certification Enrollment System (VA-ONCE) and transmit data to the Department of Veterans Affairs. Certify all changes in enrollments using current certification technology.

Ensure the accuracy, integrity, and privacy of all academic records related to students using veteran educational benefits.

Maintain the management and maintenance of the Veteran database which includes tracking and monitoring student status (credit hours, program change, probation, etc.) for 300+ students per year; maintain archive files.

Provide resources on graduation and degree requirements, and assist students, faculty and administrative staff with registration-related questions/issues, in accordance to Veteran Administration (VA), FERPA, and University guidelines.

Coordinate with state and federal auditors to review accuracy and timeliness of submissions; serve as liaison between financial services, student business services and the bookstore.

Perform other duties characteristic of similar and/or lower-level support classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Senior Director, Center for Multicultural Initiatives or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High School graduation or an equivalent combination of education and experience.

Five years progressively responsible office experience, including direct experience in office coordination, i.e., prioritizing work assignments, maintaining workflow to meet deadlines.

Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to compose correspondence.

Ability to operate standard office equipment.

Ability to effectively interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheets, and advance database application as demonstrated by a skills assessment.

Desired:

Demonstrated awareness of common challenges faced by student Veterans and knowledge of community services and resources specific to the Veteran population. Demonstrated experience successfully working with and supporting a diverse population, particularly student Veterans, in a post-secondary environment. Experience providing leadership and facilitating mentoring with student leaders and supervising student workers focused on student success and retention through programming, training, and leadership development. Legal and government regulatory compliance experience. Experience working with Veterans Administration-Online Certification Enrollment System (VA-ONCE).

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Custodial Supervisor

Grade: C-10

BASIC FUNCTION & RESPONSIBILITY

To supervise assigned maintenance personnel and to perform related duties.

CHARACTERISTIC DUTIES

Supervises the maintenance and cleaning of buildings.

Maintains record of time worked by employees, prepares work schedules and prepares reports.

Conducts building inspection and/or inspects maintenance work.

Makes recommendations and implements cleaning programs as they pertain to building maintenance and tests and evaluates materials.

Evaluates employee performances.

Hires, trains and supervises students and service maintenance employees.

SUPERVISION RECEIVED

Administrative supervision is received from the unit supervisor or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years experience in building maintenance and a minimum of one year supervisory or leadership experience.

Willingness to attend job related seminars or programs.

Willingness to work flexible shift and/or work overtime when needed.

Ability to effectively interact with public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Digital Technician

Grade: C-10

BASIC FUNCTION & RESPONSIBILITY

To build, test, and maintain electronic and computer related equipment used in the School of Engineering laboratories.

CHARACTERISTIC DUTIES

Prepares printed circuit board layout from schematic diagrams.
Breadboards prototype circuits from schematic diagrams.
Tests and troubleshoots circuits using oscilloscopes and logic analyzers.
Assists in conducting experiments in certain research laboratories.
Maintains computer equipment in the engineering laboratories.
Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the engineering laboratory manager or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

Graduation from two year technical school with training in electronic and digital circuits or equivalent combination of education and work experience.
Ability to do printed circuit board layouts.
Ability to troubleshoot digital circuits.
Familiarity with microprocessor-based equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Instrument Maker

Grade: C-10

BASIC FUNCTION & RESPONSIBILITY

To perform technical and design services for faculty and student science and engineering projects.

CHARACTERISTIC DUTIES

Evaluates proposed student and faculty science and engineering projects and determines and advises on the appropriate methods for assembly of needed instruments.

Assists students and faculty in design of instruments for projects.

Fabricates needed instruments for faculty and student projects, laboratory equipment, teaching aids, and research equipment.

SUPERVISION RECEIVED

Administrative supervision is received from the shop manager or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Apprentice tool and die-maker certification.

One year welding experience.

Desired:

Additional experience in electronics, hydraulics, watch making, pipe fitting and woodwork.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 2010
Supersedes:

FLSA Status: Non-Exempt

Title: Laboratory Research Technician III

Grade: C-10

BASIC FUNCTION & RESPONSIBILITY

To perform research activities including research design, development and modification, data analysis, interpretation, project management, results summarization, and formal presentations.

CHARACTERISTIC DUTIES

Integral role in the preparation, writing and submission of grant proposals.

Performs tasks vital to the success and compliance of the research program including, Grants, Contracts & Sponsored Research office, NSF/NIH administration and IACUC approval.

Confers with professional research staff and student researchers to establish priorities to design experiments and to review instructions, procedures, methods, techniques and requirements.

Mentors undergraduate and graduate student researchers.

Acquires, reviews and/or disseminates research findings and information.

Develops processes and procedures, adopts and/or modifies standard methods to resolve technical difficulties.

Composes manuscripts and prepares research results; records research/test results and prepares necessary documentation, summaries and compilations.

Presents research results at scientific meetings and conferences.

Instructs and assigns work to students or lower level non-exempt employees.

Performs duties characteristic of lower level Laboratory Research Technician classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

Master's degree or an equivalent combination of education and experience.

Experience in a specific discipline such that mastery of standard methods, procedures, terminology and techniques can be demonstrated and adapted to the research setting.

Ability to operate and perform routine maintenance on laboratory equipment.

Skill and willingness to work with and maintain proper safety conditions associated with radioactive, infectious, poisonous or otherwise dangerous materials.

Knowledge of safety requirements and regulations.

Desired:

Excellent communication and facilitation skills: ability to manage sponsored project issues to closure.

Experience in grant application processes.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: Supervisor, Grounds Maintenance

Grade: C-10

BASIC FUNCTION & RESPONSIBILITY

To supervise assigned work forces in the Grounds Department.

CHARACTERISTIC DUTIES

Supervises the maintenance of university grounds in relation to the pruning, mowing, edging, watering, fertilizing, weeding, spraying, mulching, providing support for underground repairs, aerating, and snow removal of assigned university ground area.

Supervises the installation, maintenance and purchasing of trees, plantings, seed, sod, fertilizers, and street, sidewalk and parking lot materials for assigned university ground areas.

Purchases grounds equipment and supplies as needed and supervises and inspects the maintenance of such equipment. Handles special event areas, erosion control, etc., as assigned, in relation to grounds maintenance.

Forms procedures to expedite directives.

Hires, trains, and supervises student and Service Maintenance employees.

SUPERVISION RECEIVED

Administrative supervision is received from the unit supervisor or designated administrative official.

SUPERVISION EXERCISED

Administrative supervision is exercised over students and Service Maintenance employees.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years experience in grounds maintenance with minimum of one year supervisory or leadership experience.

Must be certified by State of Michigan for authorization to purchase and apply chemicals used in grounds maintenance.

Ability to effectively interact with the public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

FLSA Status: Non-Exempt

Title: University Services Digital Technology Specialist

Grade: C-10

BASIC FUNCTION & RESPONSIBILITY

Operates and supports University Services computer systems and related peripheral equipment. University Services is comprised of Property Management, Printing Services, Mail Services, and Central Receiving. Areas of responsibility include maintenance of all computer software systems with associated hardware used in the University Services/Property Management area. Responsible for first line technology support by providing direct operational support for all units of University Services.

CHARACTERISTIC DUTIES

Maintain computer equipment and associated software in all areas of University Services.
Maintain peripheral devices to ensure all systems are functioning properly.
Act as backup to Print Services Coordinator and Desktop Publisher positions.
Serves as a resource person responsible for processing and coordinating a specialized complex service or business function and determining proper procedures to be followed.
Develop & maintain webpages and web forms.
Maintain contact with appropriate vendors to coordinate repairs, routine maintenance, upgrades, and purchases of new software and/or equipment.
Equipment management including recommendations, receiving, un-boxing, deployment, tracking and preparation for property disposal.
Develop and maintain training documents as well as instructions for use of specific departmental software.
Maintain inventories of computers, software, printers, and equipment.
Responsible for software licensing involving annual renewals as well as initial license recommendations.
Perform backup procedures on systems that are used exclusively in University Services.
Perform or assist vendor with system recovery as needed.
Assist Property Management staff in determining when end of life computer equipment should be sent to Surplus Disposal.
Ensure adherence to University Policies and Procedures as it relates to access and security.
Perform other duties characteristic of similar and/or lower level office support classifications as necessary.
Instruct and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the Dir Univ Scvs/Property Mgmt or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

Associate's degree in computer related discipline or an equivalent combination of education and experience.
Five years of recent experience as a computer operator preferably in the printing industry.
Ability to train and lead others.
Desktop publishing skills utilizing Creative Suite applications which includes Indesign, Photoshop, Illustrator, and Acrobat.

Knowledge of current computer operating systems for Mac and PC platforms.
Knowledge of computer system peripheral devices, printers, and scanners.
Ability to analyze and resolve hardware/software issues associated with the devices used in University Services.
Ability to manage multiple tasks in a fast paced and high pressure environment.
Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.
Ability to compose correspondence.
Ability to operate standard office equipment.
Ability to effectively interact with the public, students, faculty and staff.
Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.
Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment.
Valid Michigan driver's license and a driving record acceptable to the university by the university's insurance carrier.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

APPENDIX D

GLOSSARY OF TERMS

ACTIVE SERVICE DATE

A date which reflects length of continuous service with the University.

BEST QUALIFIED

The applicant selected by the supervisor who, in their evaluation and judgment, not only meets the minimum qualifications but has the best combination of education, experience and skill.

CLASSIFICATION

Systematic grouping of one or more positions, which involve performing work of a similar nature, comparable level of complexity, responsibility and qualifications.

CLASSIFICATION DESCRIPTION

Describes a systematic grouping of one or more positions which involve performing work of a similar nature, comparable level of complexity, responsibility and qualifications.

COMPARABLE POSITION

A position in the same salary grade, not necessarily in the same classification.

CONTINUOUS EMPLOYMENT

Length of service with the University exclusive of leaves of absence of three (3) months or more (except for military leave, Association business leave, political leave, and disability leave) and periods of layoff.

DESK AUDIT

On-site review of the position, including discussions with the employee and supervisor of the duties and responsibilities, review of the work station and evaluation of the equipment.

FIRST INTERVIEW OPPORTUNITY

Being able to apply for a position during the first five (5) day posting period.

INITIAL RECALL

Employees who begin work in another classification or department under the provisions of Article XIII have the right to be recalled to their original classification within their former department the first time such a position becomes available.

JOB GROUPS

Groups of jobs having similar content, wage rates and promotional opportunities.

KEYBOARDING STANDARDS

Keyboarding standards as measured by tests administered by the Employment Services Office, are as follows: A person must possess the keyboarding skills necessary to perform in a position which shall be a minimum of thirty (30) words per minute. Light Typing=less than thirty (30) words per minute as corrected, but with a demonstrated ability to use keyboards for typical office tasks.

MINIMUM QUALIFICATIONS

A list of the education, skills, experience, legal requirements (licensure, registries, etc.) required for the successful performance of the work in the position which include:

“Required” qualifications, which will remain the same for each posting within a classification as listed in Appendix C, and

“May Require” qualifications, which are position specific and may not be applicable to all positions covered by the classification description.

“Desired” qualifications are those which enable a person to perform the duties of the classification more effectively or begin work at a level of performance above the required minimum. They are position specific and may not be applicable to all positions covered by the classification description. Many classifications do not have any “desired” qualifications indicated. Applicants are not eliminated from bidding if they do not have the “desired” qualifications.

MINORITY

For the purpose of this contract, the following groups are considered minorities: (1) Black, (2) Asian or Pacific Islander, (3) American Indian or Alaskan Native, (4) Hispanic.

NON-EXEMPT EMPLOYEES

Employees who are covered by the Fair Labor Standards Act (FLSA) which requires overtime compensation for time worked in excess of forty (40) hours per week.

POSITION

A job which has specific duties and responsibilities, a title and a position number.

POSITION DESCRIPTION

Describes the characteristic duties of a position within a classification.

POSITION NUMBER

Number assigned by Benefit and Compensation Services Office to designate a distinct position at the University. A position number will also be established by the Employment Services Office.

RECLASSIFICATION

A process by which an existing or revised position is evaluated to determine the proper classification and appropriate salary grade.

REORGANIZATION

Reconfiguration of the University administrative structure above the departmental level resulting in changes in reporting relationships (i.e., the changes are not contained within a given department).

SALARY GRADE

A level in a ranking scale which identifies the compensation range. It is determined by the duties, responsibilities and qualifications.

SENIORITY

Bargaining Unit Seniority: Length of service with the University from the date the employee is employed in a position covered by this Agreement or in an excluded position in accordance with paragraph 4 exclusive of periods of leaves of absence without pay of three (3) months or more, except military leave, Association business leave, political leave, and disability leave, but including periods of layoff and paid leaves of absence. Bargaining

Unit seniority is not accrued in non-Bargaining Unit positions except for the excluded positions described in paragraph 4. (see paragraph 68).

Departmental Seniority: Length of service from entry into a department and adjusted as in Bargaining Unit Seniority.

TEST

An evaluative instrument of measurable job related skills which is utilized to determine whether an applicant meets minimum qualifications for a position or to what degree specific qualifications are met.

UNDERUTILIZATION

Having a lower percentage of minorities in a particular job group than there is in the University's geographic hiring area for that job group.

WORK SAMPLE

A representative sample of actual work performed on a job which is utilized to compare the abilities of all minimally qualified applicants regarding particular job functions. A work sample may be one criterion used in determining the best qualified candidate and alerts applicants to job functions typical of a position.

APPENDIX D

DUES CHECK-OFF PROVISIONS

For all employees who join the Association, on or before the 30th day after employment, and monthly thereafter, the employee shall tender to the Association periodic and uniformly required Association dues in an amount equal to those dues.

The initial deduction for any employee shall not begin unless the withholding authorization and the certification of the Association's financial officer as to the amount of the deduction have been delivered to the University's Payroll Office. The University shall have no obligation to deduct or remit the dues or service fees of any employee whose withholding authorization reaches the Payroll Office after the payroll deadline, or who does not have sufficient compensation due on the last payroll date of any month to pay the dues or service fee with the Association.

All sums deducted by the University shall be remitted to the Association's financial officer on a timely basis once each month together with a list of current employees showing the amount of Association dues or service fees deducted for each employee.

In cases where a deduction is made which duplicates a payment already made to the Association by an employee, or where a deduction is not in conformity with the Constitution of the MEA/NEA, refunds to the employee shall be made by the Association.

LETTER OF AGREEMENT #1

Other Qualified Adult

1. Paragraphs 138, 153, 214, 215, 216 and 217 of the Agreement are amended as follows:

ARTICLE XVII **SICK TIME**

138. Sick time with pay will be authorized for the following reasons:

- d. Acute and serious personal illness of a husband, wife, dependent child (natural or adopted or step), parent or step parent or those others for whom the employee maintains insurance coverage under paragraph 205, which requires the employee to provide care to said person during the employee's normal work schedule.

ARTICLE XX **TIME OFF WITH PAY**

153. Bereavement Time. In the event of a death in an employee's immediate family, the employee will receive bereavement time with pay from the day of death until the day following the funeral, provided the period does not exceed five (5) working days for spouse, child and parent or three (3) working days for all other immediate family as follows: brother, sister, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, grandparent, grandchild, step-parent, step-child, step-sister/brother, half-sister/brother and those others for whom the employee maintains insurance coverage under paragraph 205.

ARTICLE XXXI **TUITION ASSISTANCE**

214. Dependent Children and Spouse Partial Tuition Waiver. The University has established a partial tuition waiver program for dependent children and spouses of employees.
215. Eligibility. Subject to the other provisions of this article, a dependent child or spouse of an employee who meets the eligibility criteria for participation in the Tuition Assistance Program as described above in paragraph 211a is eligible for partial tuition waiver for undergraduate or graduate courses if the dependent child or spouse is attending the University as a regularly enrolled student working towards a degree or certificate granting program, as defined in the undergraduate or graduate catalog, to be awarded by the University. The Internal Revenue Service's definition of dependent child for federal income tax purposes shall apply.
216. Requirements and Provisions.
 - a. Dependent children or spouse tuition waiver applications will only be accepted as early as one semester before, or subject to University policy for the semester. Applications are to be submitted during the established application period. Late and incomplete applications will be rejected. OUWB School of Medicine, EMBA, and CRNA courses are excluded.
 - b. The University will waive fifty percent (50%) of the cost of the eligible dependent child's and/or spouse's tuition.

- c. The dependent children and/or spouse must apply and be accepted into a degree or certificate granting program at the University or as a guest student.

217. Proof of Successful Completion of Course.

- a. Funding for an undergraduate course(s) is contingent upon the dependent child or spouse receiving a grade of at least “2.0” on a “4.0” scale. Failure to achieve a 2.0 or better in a course will result in debiting of previously credited funds for that course.
- b. Funding for a graduate course(s) is contingent upon the dependent child or spouse receiving a grade of at least “3.0” on a “4.0” scale. Failure to achieve a 3.0 or better in a course will result in debiting of the previously credited funds for that course.
- c. In the event of a withdrawal from or unsuccessful completion of a funded course, Human Resources will debit the dependent child’s or spouse’s student account for amounts credited to the student account by Human Resources for that course.

The parties intend that the terms and conditions that apply to CTs and their dependents apply equally to Other Qualified Adults and Dependent Children of Other Qualified Adults, and this Agreement shall in all cases be interpreted and applied so as to give effect to that intent.

DEPENDENT OF AN OTHER QUALIFIED ADULT

For purposes of this contract, Dependent of an Other Qualified Adult means an individual who meets all of the following eligibility requirements to Oakland’s satisfaction:

- (1) is a dependent of the Other Qualified Adult as defined by the Internal Revenue Code as amended from time to time and the regulations promulgated thereunder; and
- (2) is not married.

OTHER QUALIFIED ADULT

1. For the purpose of this contract, Other Qualified Adult means an individual who meets all of the following eligibility requirements, to Oakland's satisfaction, at the time a CT makes a request for sick leave, time off with pay, or career development benefits:
 - (1) is not the spouse of the CT;
 - (2) has shared a residence with the CT for eighteen (18) continuous months prior to a request for one of the aforementioned benefits;
 - (3) is neither an employee of the owner of the residence in which the CT resides, nor a landlord, tenant or border;
 - (4) is at least twenty-six (26) years of age;
 - (5) is financially interdependent with the CT;
 - (6) has no familial relationship to the CT;
 - (7) is not married to someone other than the CT;
 - (8) is not a dependent of the CT as defined by the Internal Revenue Code as amended from time to time and the regulations promulgated thereunder; and
 - (9) is not an undocumented immigrant.
2. This LOA and the amendments to the Agreement shall become effective only after ratification by a vote of the Association's membership and upon approval of the University's Board of Trustees.

LETTER OF AGREEMENT #2

Sick Bank Transition

LETTER OF AGREEMENT BETWEEN OAKLAND UNIVERSITY AND OUPSA-MEA-NEA

This Letter of Agreement is entered into without establishing precedent and without prejudice to the position of either party and not to be referred to, or used as evidence, in future situations of any nature. During the transition from Sick Bank to Short Term Disability the parties agree as follows:

- Short Term Disability will be effective September 1, 2017.
- The University will accept and absorb the sick bank hours currently in deficit through June 30, 2017.
- OUPSA members currently on medical leaves of absence will be transitioned to Short Term Disability at sixty percent (60%) of their pay. The University will fund the additional thirty percent (30%) which was equivalent to the ninety percent (90%) they were receiving with the Sick Bank.

LETTER OF INTENT

July 14, 2017

To: Oakland University Professional Support Association (OUPSA)

It has been Oakland University's strategy for some time to make employee medical contributions uniform and consistent across all employee groups, both represented and non-represented. Oakland University believes that by doing so, the University can achieve operational efficiencies and cost containment that will allow the University to continue to offer such benefits to its employees at or near their current levels. With the cooperation of all its employee groups, the University hopes and intends to continue to bring that strategy to fruition.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS:

OAKLAND UNIVERSITY

OUPSA

Kay Armstrong
Kay Armstrong (Oct 14, 2021 09:21 EDT)

Kay Armstrong
Director, Labor & Employee Relations
Human Resources
Date Oct 14, 2021

Geoffrey B. Johnson
Geoffrey B. Johnson (Oct 21, 2021 14:00 EDT)

Geoffrey Johnson
President
OUPSA
Date Oct 21, 2021

John W. Beaghan
John W. Beaghan (Oct 14, 2021 09:10 EDT)

John W. Beaghan
Vice President
Finance and Administration
Date Oct 14, 2021

Aaron Sheposh
Aaron Sheposh (Oct 21, 2021 12:59 EDT)

Aaron Sheposh
Representative
MEA UniServ Director
Date Oct 21, 2021

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