

MEMORANDUM OF AGREEMENT

VASSAR COLLEGE

and

COMMUNICATIONS WORKERS OF AMERICA (CWA) AFL-CIO-CLC

This Memorandum of Agreement (the "Amendment") is entered into as of January 9, 2025 (the "Effective Date") by and between Vassar College (the "College") and CWA, AFL-CIO-CLC (the "Union"), collectively referred to as the "parties," as follows:

WHEREAS, the College and the Union are parties to a Collective Bargaining Agreement dated July 1, 2022 through June 30, 2026 (the "Agreement"), which has a separate Letter of Agreement on page 76 that discusses upgrade requests; upgrade requests are when an employee requests to advance from their present grade level to a higher level without moving to a different job position and

WHEREAS, the parties wish to enter into this MOA to replace the Letter of Agreement, as part of a settlement to Grievance #1120VC0413, related to upgrade requests on page 76 of the Agreement and replace that in its entirety with the language in this Amendment in order to change the terms regarding the upgrade process for CWA members at the College.

NOW, THEREFORE, in consideration of the mutual agreements set forth herein, the College and the Union enter into this Amendment on the terms and conditions set forth below.

A. Changed Upgrade Request Process. The Letter of Agreement related to upgrade requests, found on Page 76 of the Agreement, shall be modified entirely and replaced with the following Upgrade Request Process:

- 1) To be eligible for consideration for an upgrade, the applicant must have/be:
 - a) two (2) years in current position;
 - b) at the highest tier for their level, such as K1, L1, C1 (as set forth in Article 31, Section 2 of the Agreement);
 - c) two (2) years since the last position upgrade request was granted to Human Resources ("HR"), or one (1) year since the last position upgrade request denial;
- 2) The upgrade process will consist of the following:
 - a) The employee submits a request for an upgrade to their direct supervisor. All submitted materials are considered an employment document. All documents are expected to be accurate and a true reflection of the current work of the role.
 - b) The supervisor will review the upgrade request.

- i) If the supervisor supports the upgrade request, they will approve and submit the upgrade request to HR.
 - ii) In the event that a supervisor does not support the request for an upgrade, the employee may request that the union advocate for them. Such requests will be capped at one (1) per employee per year from the date the employee first submitted the upgrade request. The employee will complete the upgrade request form and submit it directly to HR for review. It is recommended that the employee review the upgrade request with their supervisor prior to submitting to HR.
 - c) An HR representative will review the upgrade request with the employee's supervisor.
 - d) An HR representative will review the upgrade request with the employee and a union representative.
 - e) HR will make a determination based on the upgrade request form and the meetings with the supervisor and with the employee. If approved, HR will communicate the determination with the employee and process the upgrade effective the date the form was submitted to the supervisor. If denied, HR will communicate the determination with the employee and provide the reason(s) for the denial in relation to the job standards.
 - f) If the employee wishes to appeal the denial, the employee will submit an appeal request form to HR, stating the reason for the appeal.
 - g) If HR approves the request to hear the appeal, a two member HR committee will meet with the supervisor, the employee, and their union representative to review the decision and determine if revision is required. If approved, HR will communicate the determination and process the upgrade effective the date the original form was submitted to the supervisor. If denied, HR will communicate the determination with the employee and provide the reason(s) for the denial in relation to the job standards and Article 26 of the "Agreement". Denied upgrade requests can be resubmitted no earlier than one (1) year from the denial date.
- 3) Only current occupied positions are eligible for the upgrade process. Vacant positions will be considered for upgrades in consultation with the supervisor. HR will inform the union of any upgrade considerations for vacant positions.
 - 4) While there is no limit to the number of upgrade requests that can be submitted, there will only be five (5) upgrade slots available each month, on a first come first serve basis, to ensure employees can be moved through the upgrade process quickly.

B. Additional MOA Terms.

- 1) This MOA shall remain in full force and effect from the Effective Date until June 30, 2026, at which time it will expire and no longer be in effect unless mutually extended or modified in writing by the parties.

- 2) This MOA shall not be precedent setting and may not be introduced by either party as evidence of a practice.
- 3) Terms utilized in this MOA that are not defined herein shall have the definitions given to them in the Agreement.

DATED: 1/9/2025

VASSAR COLLEGE

By: 

Ginger Jurecka Blake
AVP of Human Resources

CWA, AFL-CIO-CLC

 1/9/25

Leeann Wells
CWA Business Agent

