



# Academic Professionals of California

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**Via Email Only: [jswarbrick@calstate.edu](mailto:jswarbrick@calstate.edu)**

Mr. John A. Swarbrick, Associate Vice Chancellor  
The California State University  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, California 90802-4210

Re: APC's Sunshine Proposals

Dear Mr. Swarbrick:

In this letter you will find APC's "sunshine proposals" as required by HEERA, but on a more fundamental level you will find the concerns of our bargaining unit members: concerns that we believe need to be addressed during negotiations. These concerns were identified through consultation with the Union's Statewide Council, Executive Board and most importantly the membership.

Please understand the proposals included here are an overview of the Union's position on each Article it wishes to open, but this list should not be viewed as demonstrating either their order of priority or the entire list of Articles APC may choose to open during bargaining. Instead, these proposals should be seen as the beginning of a process in which the Parties work collaboratively to improve the working conditions of all of the employees APC represents.

APC hereby proposes modifications to the current collective bargaining agreement in the following areas:

- Article 7, Contracting Out -
  - Prevent displacement of bargaining unit members when services are contracted out.
  
- Article 8, Union Rights -
  - APC is seeking additional workplace demographic information about its membership;

- APC is asking to be afforded the opportunity to present information at new employee orientations.
- Article 11, Personnel File -
  - Making working files maintained by the University open to inspection.
- Article 12, Corrective and Disciplinary Action -
  - Correct a typo;
  - Modify the disciplinary process to allow for a hearing before either an arbitrator or the SPB;
  - Ensure release time for those accused of misconduct, their representatives and witnesses who are also University employees.
- Article 13, Appointment -
  - Giving priority to unit 4 employees when filling open bargaining unit positions;
  - Preclude the use of recurring/consecutive short-term temporary appointments (emergency appointments);
  - Provide an opportunity for unit 4 employees to receive an interview for open positions for which they are qualified;
  - Language clarifying the University will not reduce the time base or nature of a temporary appointment prior to an employee achieving permanence.
- Article 14, Probation and Permanency -
  - Reduce the probationary period for unit 4 employees who are reclassified.
- Article 16, Professional Development -
  - Permit part-time temporary employees to avail themselves of the fee waiver program;
  - Grant priority admission to qualified employees and their dependents;
  - Enhance employees' ability to make use of release time under the fee waiver program;
  - Pro-rate certain fixed fees payable by fee waiver program participants based on their status as less-than-full-time students;
  - Make the fee waiver program available to those taking self-support classes.

- Article 17, Assignment/Reassignment -
  - Require that unit 4 employees receive update information, as necessary, concerning the name of the MPP to whom they report and their job descriptions;
  - Create definitions of what constitutes either a lateral or a higher classification;
  - Define the category of employee who can be classified as a student assistant for the purpose of performing bargaining unit work;
  - Prevent either student assistants or appropriate administrators from displacing unit 4 employees;
  - Establish protections against unreasonable employee transfers away from the employee's home campus.
  
- Article 18, Evaluation -
  - Clarify how often unit 4 employees may be evaluated;
  - Clarify the evaluation procedure's interactive process.
  
- Article 19, Sick Leave -
  - Provide for more familial relationships for which sick leave may be used.
  
- Article 20, Leaves of Absence With Pay -
  - Harmonize the familial relationships for the use of bereavement and sick leaves;
  - Clarify the period of time and manner in which a bargaining unit member may use parental leave.
  
- Article 26, Sick Leave -
  - Increase the rate at which unit 4 employees accrue vacation leave;
  - Establish a leave buy-back program.
  
- Article 28, Hours of Work -
  - Establish the minimum length of a lunch break;
  - Clarify what constitutes an excessive workload and the remedies for work overload situations.
  
- Article 30, Additional Employment -

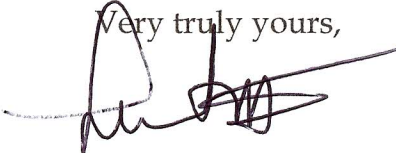
- Clarify how additional employment hours are to be calculated.

- Article 32, Work Environment -

- Establish minimum standards for workplace civility.

I look forward to receiving the University's proposals and to beginning what I hope will be a collegial and productive experience.

Very truly yours,



Lee O. Norris,  
Labor Relations Manager

cc: APC Executive Board  
APC Bargaining Team