

NO LIMIT EMPLOYEES (AFT BARGAINING UNIT)

Members of the AFT bargaining unit who are not full-time teaching faculty and whose professional responsibilities require a variable work pattern, are characterized by Civil Service regulations as “NL” (no limit) employees. The University and the Union recognize that such employees should be assured reasonable work load assignments and opportunity for professional growth. To that end, the University and the Union agree that:

1. From time to time NL staff employees may be called upon to meet unusual work-time requirements. In such event the affected employee may request from his/her immediate supervisor roughly comparable time off:
 - a) Past practice at the University ordinarily defines the work week as 35 hours distributed over no more than 5 days. If the work requirement of the job is beyond the normal 35 hours per week, the affected individual may arrange to receive comparable time off. Such arrangements shall not be on an hour for hour basis nor shall there be cash compensation for comparable time off.
 - b) This comparable time off should be taken within 60 days, but may be taken within one year after the unusual work time was expended unless otherwise agreed to by the affected employee and his/her supervisor and the Divisional Vice President.
 - c) Arrangements must be made in advance for taking comparable time off by mutual agreement between the affected employee and his/her immediate supervisor.
2. The continued professional growth of unit employees is a desirable and recognized goal. It is also recognized that as professionals at the University, while the performance of their duties and responsibilities is their primary function, unit employees are also expected to fulfill a service role. Unit employees are encouraged to participate in activities that enhance their professional competencies and knowledge as well as those that provide a service to students and to the University.
3. If a unit employee wishes to engage in such professional and/or service activity during the regularly scheduled office hours, the unit employee should notify the supervisor of this activity and consult with him/her. In all cases, the unit employee will be responsible for fulfilling their duties and responsibilities, unless other arrangements are made by mutual agreement between the supervisor and unit employee

4. Funds for activities which enhance professional growth shall be distributed in a manner determined by mutual agreement between the supervisors and the unit employees in each office/department or similarly designated unit.
5. When employees are engaged in business relating to the general mission of the University, there shall be no requirement that time be made up. In addition, when unit employees fulfill service related to the general mission of the university, the unit employees should be eligible for comparable time off consistent with the terms as described previously.