



Labor Management Agreement  
CSEA Local 611 and SUNY Oswego  
Number 1

**Going to On Campus Credit Union During Employee's Work Shift**

Employees who want to go to the credit union on campus during their shift need to notify and get approval from their supervisor. Approval and denials will be used based on operational need at that time.

Employees need to notify the supervisor when they leave and when they return.

This agreement will sunset September 1, 2024, and will be reviewed at that time.

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Labor Management Agreement  
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Number 2

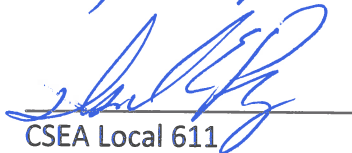

**Bottles & Cans Policy for Facilities Services**

Employees will be allowed to keep any bottles/cans that they find have been discarded. This must take place during their normal workday. Employees are not allowed to come in during off work hours to search for bottles/cans.

Any employee taking bottles/cans from a recycling room is stealing and will be subject to discipline. Employees should take bottles/cans home every day. They are not to be stored in areas on campus for an extended period of time.

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Number 3

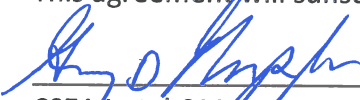
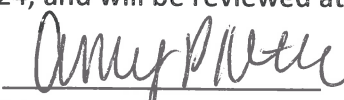
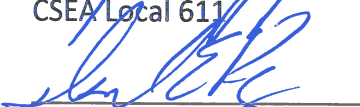

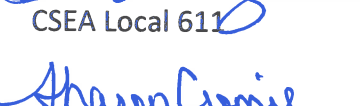
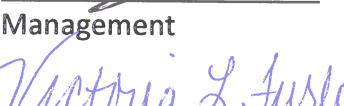
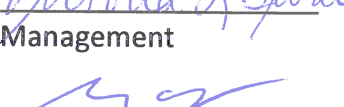
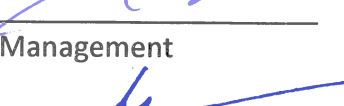

**Scheduled vs. Unscheduled Time off Request Policy for Facilities Services**

Unscheduled time off:

1. a) When an employee calls in their same-day absence less than four hours prior to the start of the shift
- b) An employee needs to leave work immediately due to an emergency
- c) An employee does not have pre-approved time off and requests to take time off after they have arrived at work
2. Scheduled time off: Requests for time off that have been pre-approved in accordance with the below procedure

Requests for time off need to be responded to by the supervisor per the parameters outlined in the contract and supervisors have five (5) days to respond. Employees need to charge the time off to the appropriate leave category. If a time off request is denied due to operational needs, the employee shall receive a written reason for the denial.

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Computer Access and Usage for Facilities Services

E-mail is the official form of campus communication and the SUNY Time and Attendance System requires online completion of time sheets. Employees in Facilities Services will be provided the opportunity during the workday to check their work e-mail and complete their electronic time sheet. Employees should obtain approval from their supervisors to check their e-mail and complete their time sheet on Facilities assigned computers. Approval shall be provided unless there is a specific operational reason or more than one employee has already requested the same time.

Supervisors who believe that employees are abusing computer privileges should handle it on an individual basis, as any other employee performance issue.

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Number 6

ASU Summer Work Hours

Administrative Services employees will be allowed to modify their regular work hours in the summer. Effective Monday after graduation through Friday prior to Faculty and Staff orientation, CSEA office employees will work 8:00 a.m. to 4:00 p.m. with a half hour lunch break. There may be some departments where the summer schedule is not practicable. In these cases, the 8:00 a.m. to 4:30 p.m. schedule with an hour lunch break will remain in effect for those departments. The respective divisional Vice President will have final departmental schedule approval. Approval and denials will be used based on operational need at that time.

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Number 7

**Requests for Voluntary 70.1 Transfers in State Service**

Voluntary requests for 70.1 transfers from State employees who have not qualified as a result of taking a Civil Service Exam will be considered only after exhausting the Civil Service List of eligible candidates for the respective title at SUNY Oswego. Once a position is available for a 70.1 transfer, it will be posted on the Employment Opportunities page of the Human Resources website.

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**Standing Release Time**

There are annual events on campus that allow employees to attend under release time with supervisor approval. The parties agree that the below events will be afforded release time, with supervisor approval, according to the below schedule each year as they occur. Any request for release time not listed below should be submitted to the Assistant Vice President of Human Resources for review and approval.

- Mental Health and Wellness Fair – ½ hour granted
- CSEA Info Day – ½ hour granted
- Facilities Fun Day – 2 ½ hours granted
- Auxiliary Services Customer Appreciation Lunch – ½ hour granted
- Employee Appreciation BBQ – ½ hour granted
- All Campus Welcome Picnic – ½ hour (Evening event) granted
- CSEA Annual Membership Meeting – 1 hour granted
- President’s Annual Campus Community Breakfast – ½ hour granted

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Number 10

**NYS-CSEA Partnership - Applied Skilled Trades Program**

Operational Services Unit employees enrolled in the NYS CSEA Partnership two-year Applied Skilled Trades Program are allowed to report directly to their weekly in-person classroom instruction and as such, it shall be considered their daily work assignment for that day.

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