

Local 1857 Main Unit 2016-2018 Final Offer

This is a full list of the changes proposed in this offer. A red-lined copy of this proposal, can be found at

<http://www.kclsvoice.org>

Article	Summary of Changes
2.7	Adds standard AFSCME language for members to opt-in to PEOPLE donation through payroll deduction.
3.1	Adds one half hour for pre-disciplinary meeting preparation to the list of activities officers and stewards can do on work time.
3.2	Adds language defining how bargaining committee members will be paid during negotiations.
3.3	Adds ability for the union to send postings for bulletin boards through work e-mail to one contact per location. Changes dimensions of union provided bulletin boards to 24"x36".
3.6.1	Raises cap on the union leave bank from 250 hours to 500 hours. Adds ability for bargaining committee members who are not officers or stewards to use leave bank hours. Changes the donation periods to April and October of each year. Adds that hours will be entered through payroll system, and that KCLS will provide the union with a report of the hours submitted each month.
3.7	Adds ability for the union to book the Service Center meeting room one year in advance.
3.8	Adds 15 minutes for the union at new hire orientation.
4.2	Reduces the amount of time the union has to comment on policy changes from three weeks to two weeks.
4.5	Removes outdated language referencing changes due to the new staffing model.
5.1	Adds that employees will be disciplined for just cause. (Just cause is a commonly used standard in labor law.)
5.2	Removes language outlining the progressive discipline steps that KCLS has used.
5.3	Adds language that KCLS will provide the union with a copy of any document related to formal disciplinary action. Adds language that discipline that is no longer in effect will be removed from an employee's personnel file upon written request.
5.6	Removes unused discipline appeal process.
6.3.1	Updates Step 1 grievance language to require a meeting with the direct supervisor.
6.3.3	Adds language that a designee of the director can respond to a Step 3 grievance. Adds 14 day timeline for the union to submit a grievance at Step 3.
6.5.1	Updates language to use "Step 3" instead of "Library Director" because of changes to 6.3.3.
7.3	2016 cost of living increase of 1.75% effective when the contract is ratified (not retroactive to January 1st.)
7.4	2017 cost of living increase of at least 2%
7.5	2018 cost of living increase of at least 2%
7.6	Changes the time period the union has to comment on proposed wage changes to a bargaining unit classification from three weeks to two weeks.
7.7	A ratification bonus equal to 1% of the employee's annual salary will be paid one time if the contract is ratified by November 1st, 2016. The 1% is calculated based on authorized hours as of January 1st, 2016. This does not include sub hours, or hour increases, or step increases after January 1st.

7.7.1	Employees must be current active employees to receive the ratification bonus.
8.7	Branch staff will not be regularly scheduled in more than two locations except by mutual agreement.
8.7.2	Adds that when modifying the work location of community library staff or cluster location of cluster library staff, KCLS will meet with the union if they are making an exception to the established process.
8.8	Defines role of scheduling sub-committee to create an efficient scheduling process that meets the business needs of the library and considers employee preferences.
8.8.1	Standardization of shift lengths for part time staff to 4, 5, or 8 hours (7.5 hours worked) unless by mutual agreement or to meet business need.
8.8.2	Establishes limits on the number of weekend days staff are scheduled to work. Staff will be scheduled to work no more than 4 in a 4 week period, unless they volunteer for more, or business need requires otherwise.
8.8.3	Establishes limits on the number of evening shifts staff are scheduled to work. Staff will be scheduled to work no more than 2 in a week, unless they volunteer for more, or business need requires otherwise. An evening shift is defined as one ending later than 7pm (excluding short closing activities.)
8.8.4	Adds language that seniority will be considered when developing schedules.
8.8.5	Adds language that mutually agreeable adjustments to yearly schedules can be made before they are finalized, subject to management approval.
8.8.6	Transparency of the scheduling process will be a factor considered by the sub-committee. Business needs and draft schedules will be available to all staff.
8.8.7	The sub-committee will determine the effective date of any changes to the scheduling process.
8.8.8	Defines the makeup of the scheduling sub-committee. A Librarian, PSA, and LTA/LA will appointed by the union. The remainder of the committee will include an Operations Manager and second position from the 1857-S bargaining unit, and up to three members determined by KCLS.
8.9	Adds that two weeks notice for schedule changes will include changes to work location.
8.10	Shifts of 4 or 5 hours will have a 15 minute break. Shifts longer than 5 hours, with a meal break, will continue to have one (or two) 10 minute breaks.
8.17	Changes time period where supervisors can fill sub shifts without offering them through AESOP from one days notice of need to two days notice.
9.1	<p>Removes the names of the specific health plans KCLS will offer, and says instead that KCLS will offer the bargaining unit the same plans they offer other employees.</p> <p>KCLS will pay full employee benefits for 2016.</p> <p>Beginning in 2017, KCLS will pay 97% of the Premera Heritage and Group Health plans, and the employee will pay 3%. This works out to \$33.12 a month for Premera Heritage and \$19.15 a month for Group Health.</p> <p>KCLS will continue to pay 100% of the Premera High Deductible HSA plan.</p> <p>Note: 2017 will see some plan design changes for Premera: On the Premera Heritage plan there will be prescription changes from a 2-Tier \$5/15 to a 3-Tier plan (\$10/25/50) and changes to the deductibles from \$100 individual/\$300 family to \$300 individual/\$900 family and an increase in the out of pocket maximum to \$1000 individual/\$3000 family.</p> <p>For the High Deductible plan, the \$1500 to cover the deductible will be paid in one lump sum at the beginning</p>

	of the year so that employees will have the full deductible coverage at the beginning of their coverage.
9.3	Establishes that KCLS will meet with the union to collaboratively discuss potential changes in benefit plans when they have information available.
9.4	Removes language that KCLS or the union can request to negotiate if health benefits increase by 15% or more.
14.1	Librarians new to KCLS will have a one year probation period. Current staff promoted to librarian positions will continue to have a six month probation period.
15.1	When two staff have the same seniority date, the tie-breaker will be total consecutive years of service with KCLS. Adds language to define seniority between LTA and LA job classifications. Removes outdated language related to transfer of Children's Section Supervisor's into the bargaining unit.
18.1	Defines duration of this contract to December 31, 2018.
23.6	Adds that the union can use leave bank hours to compensate officers for attendance at Labor/Management meetings that fall outside their regularly scheduled shift.
25.1	Updates job title of Human Resources Director.
25.5	Adds language defining how full time staff are compensated for time and a half for holiday bookdrop shifts. Removes language tying holiday bookdrop process to annual scheduling process. Bookdrop shifts are volunteered for by seniority, and assigned by reverse seniority. Adds language that staff can trade shifts or find replacements for shifts. Adds that mileage is paid up to 30 miles round trip.
25.7	When assigning branch staff to drive for mobile services like Library 2 Go, KCLS will assign and train volunteers first, followed by staff hired with the intention of driving KCLS vehicles, and then assign by reverse seniority.
25.18	Within a year after ratification of the contract, KCLS will develop a policy regarding compensation for library staff providing interpretation/translation services.
27.1	When two staff have the same seniority date, the tie-breaker will be total consecutive years of service with KCLS. Adds language to define seniority between LTA and LA job classifications. Removes outdated language related to transfer of Children's Section Supervisor's into the bargaining unit.
27.4	Changes length of unpaid leave after which seniority ceases to be computed from thirty days to ninety days.
29.1	Adds language for Service Center/MDS that KCLS will notify employees in the department when additional hours are available.
29.2.1	Employees will automatically advance to the first interview stage of the employment process when applying for other positions in their classification.
29.3	Employees not selected during the transfer or hiring process can request feedback from HR on their application or interview.
29.4	Removes language related to employment pools.