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ARTICLE 42: UNION ACTIVITIES, RIGHTS, AND STEWARDS

42.1. Staff Representatives.

A. Within thirty (30) calendar days from the effective date of this Agreement, the Union shall provide the ~~Office of Labor Relations~~ Labor Relations Office a list of staff representatives. The Union shall provide written notice to the Employer of any changes within thirty (30) calendar days of the change.

B. Staff representatives may access University premises to carry out representational activities. The representative shall notify local management prior to their arrival and shall not interrupt the normal operations of the institution. The staff representative may meet with bargaining unit employees in non-work areas during non-work times.

It is understood that any such visits which require a meeting with an employee will be restricted to the non-working time of the employee unless otherwise authorized by management or provided for elsewhere in this Agreement, and that there will be no interference with an employee's work assignment.

While inspecting the workplace, the Union may engage in de minimis conversations with employees, so long as an employee does not object and such conversation does not interfere or disturb the operation of the facility or compromise the security of patient health information.

42.2. Union Stewards.

A. The Employer recognizes the right of the Union to designate union stewards who shall be permitted without unnecessary delay to devote reasonable periods of time (for example, time to travel to the meeting site, 10-15 minutes to confer with the employee prior to the meeting) during normal working hours to present any grievance to the supervisor or designated representative for which adjustment has been requested by an employee or group of employees.

B. Time off for processing grievances shall be granted to a Union steward by supervision following a request but in consideration of any job responsibilities. If permission for time off cannot be immediately granted, the supervisor will arrange for time off at the earliest possible time thereafter.

C. The Union shall prevail upon all employees in the bargaining unit and especially Union stewards, to make a diligent and serious attempt to resolve complaints at the lowest possible level. The Employer, likewise, shall prevail upon its supervisory personnel to cooperate fully with the Union stewards and other Union representatives in the speedy resolution of any grievance that may arise.

D. A record of a steward's work time spent on grievances or other authorized activity on behalf of the Union shall be maintained in Workday as the time off type "Release Time Off – Union related activities" or UW Medicine Timekeeping as "TR-Union Releases." ~~on a basis mutually agreeable between the Union and the department involved.~~

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E. In the event the Employer determines that the amount of work time used by any steward on grievances or other authorized Union activities is unreasonable, it may become a topic for mutual discussion between the parties.

F. Union stewards shall primarily conduct representational duties only within their designated area of jurisdiction. Stewards may represent members in another jurisdiction if the steward designated for that other jurisdiction is unavailable (e.g. away on approved leave), has a conflict, or if there is no steward in that area. In the event that a steward is unavailable, the steward of the next geographically closest designated jurisdiction will be contacted to represent the employee. The number of stewards in a particular area and the jurisdiction they serve shall be an appropriate subject of discussion between the Union and the Employer.

G. The Union agrees to submit an up-to-date list to the ~~Office of Labor Relations~~ Labor Relations Office once per quarter indicating the name of all Union stewards, apprentice stewards, their work locations, department, jurisdiction and designation as an Officer. ~~In any event, said list shall be submitted at least annually with changes noted as they occur.~~ Union stewards shall be recognized when the ~~Office of~~ Labor Relations Office is informed of their appointment. Areas of jurisdiction are as follows: UWMC, South Campus HSB, HMC, Health Sciences, South Lake Union, Downtown, Airlift Northwest, UW Tower, Bothell Campus, Tacoma Campus, Seattle Campus, and Sandpoint. Stewards shall be assigned by the union. Lead Stewards, shall be recognized to have broader jurisdictions.

H. Whereas it benefits the University to have Union stewards who understand the contract and are trained in administration of the contract, each of the Union's stewards shall be allowed a total of eight (8) working hours annually without loss of pay to participate in the Union's steward training program. Said time off shall be approved in advance by the employee's supervisor and shall be contingent upon the ability to provide coverage during the time off.
The Union shall submit to the ~~Office of~~ Labor Relations Office at least fifteen (15) days in advance the names of the employees (with their respective supervisors) that are scheduled to participate in the training. The Union will confirm the employee's participation in the training upon completion.

I. **New Steward Training.**
Where the Union requests in advance of an investigatory meeting/fact finding, Step One, or a Step Two hearing that a second steward (apprentice) be present for training purposes, this release will be approved without loss of pay or recorded work time subject to the operational needs of the second steward's department if the apprentice steward is on record with the Labor Relations Office. Confirmation of attendance must be communicated to the Supervisor and Human Resources in advance of the meeting. The Employer may deny requests for a second steward to attend an investigatory meeting/fact finding within the employee's department. No overtime or compensatory time will be earned for participation. ~~and no steward shall attend as a second steward more than once.~~Apprentice stewards may attend as a second steward up to three (3) times. Only one (1) apprentice steward may attend per meeting. When possible, a

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second steward will not attend meetings with a primary steward who works in the same department.

42.3. Union Business Activities.

A. Employees who intend to absent themselves from work for the purpose of attending and participating in Union business functions or programs, such as meetings, conventions, seminars, or other authorized meetings at the Union's request, may do so with supervisory approval. The Employee may use paid or unpaid time consistent with University Policy. Employees may use paid time in the following order: 1) compensatory time, 2) holiday credit, 3) personal holiday (whole day absences only, 4) accrued vacation time off. Unless this would result in the loss of vacation time.
B. The employee shall request leave from the Employee's immediate supervisor at least two (2) weeks prior to the planned absence.

42.4. Use of State Facilities, Resources, and Equipment.

A. Meeting Space and Facilities. The Employer's campuses and facilities may be used by the Union to hold meetings subject to the University's policy and availability of the space. The Employer will provide private space for stewards and/or Union representatives to meet in confidence with those they represent on a space available basis, whenever possible. Staff representatives may reserve and utilize meeting rooms in accordance with University policy and procedure. Such requests will be subject to availability and all applicable fees.

When employees are required to meet with management, they along with their steward and/or Union representatives will be provided with a private space that is free from noise and interruptions and away from management staff (when the meeting is virtual), whenever possible.

B. E-mail, Fax Machines, the Internet, and Intranets
Union delegates, and members may utilize state owned/operated equipment to communicate with the Union and/or the Employer only for the exclusive purpose of administration of this Agreement. When used properly, such use will not be used for disciplinary purposes. Such use will:

1. Result in little or no cost to the Employer;
2. Be brief in duration and frequency;
3. Not interfere with the performance of their official duties;
4. Not distract from the conduct of state business;
5. Not disrupt other state employees and will not obligate other employees to make a personal use of state resources; and
6. Not compromise the security or integrity of state information or software.

The Union and its union delegates will not use the above referenced state equipment in

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a manner that is prohibited by the Executive Ethics Board. Communication that occurs when using state-owned equipment is the property of the Employer.

C. Bulletin Boards and Distribution of Union Material. Upon request, space will be made available to the Union on bulletin boards in those areas where bargaining unit employees work or frequent, for the posting of notices and information pertaining to official business of the Union. Materials posted on Union bulletin boards without the signature of a recognized Union officer or representative may be removed.

   Employees shall have the right to distribute official Union information materials during hours off work. Such distribution of official material shall not interfere with the work assignments of employees who are on duty. Further, such distribution activities must be held in locations which cause no interference with the various departments normal operations or with any employees who may not be involved or interested.

42.5. Temporary Employment with the Union.

With thirty (30) calendar days notice, unless agreed otherwise, employees may be granted leave without pay if the employee is elected or appointed to serve as an officer or staff member) of a specified duration, not to exceed six (6) months, provided the employee's time off will not interfere with the operating needs of the Employer as determined by management. Upon request, the department may agree to an extension of leave without pay up to an additional six (6) months. The returning employee will be employed in a position in the same job classification, in the same layoff unit, and in the same geographical area, as determined by the Employer.

42.6 Information Requests

A. All requests for information regarding the bargaining unit by the Union will be submitted in writing to the ~~Office of~~ Labor Relations Office. Requests will not normally extend more than twenty-four (24) months prior to the date of the request, unless a legitimate reason is articulated.
B. Upon written request of the staff representative or steward to the ~~Office of~~ Labor Relations Office (laborrel@uw.edu), the Employer will provide relevant information necessary for conducting representational duties. Information will be provided within a reasonable timeframe and without requiring the Union to file with the Public Records Office.
C. The Employer will acknowledge receipt of the information request and will provide the union with a date by which the information is anticipated to be provided.
D. When the Union submits a request for information that the Employer believes is unclear or unreasonable, the Employer will contact the Union staff representative and the parties will discuss the relevance and necessity of the request. The costs

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associated with the request and the amount the Union may pay for receipt of the information may also be discussed.

Tentatively Agreed To:

For the Union:	For the Employer:
Signed by: Becky K. Stephens 530E07D4212E4C6...	DocuSigned by: Catherine Scheid 9BED1964C6434D0...
Date: 9/10/2026	Date: 9/10/2026