

A pair of black-rimmed glasses with round lenses is resting on a stack of papers. A red ribbon bookmark is visible on the left side of the stack. The background is blurred, showing more papers and a wooden surface.

# Frequently Visited Provisions of the Contract

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What questions will I encounter most often as a Steward?

Article 6  
Nondiscrimination  
& Affirmative  
Action

6.03 Dignity Clause

How far back can you  
cite?

Step One reports to?  
Step Two Reports to?

# Article 9 Nonpermanent Appointments

## Short-Term Nonpermanent Appointments

- What happens if the position is extended beyond 120 days
- Once expired, can the employer just initiate the same STNP position immediately?

## Long-Term Nonpermanent Appointments

- What rights does the employee have when they work in the LTNP position beyond 12 months?
- What benefits entitlements do they have?
- What's their Due Process right?

## On-Call Nonpermanent Substitutes

- Can they refuse work after assignment without discipline?

# Article 11 Employment Status

Probationary Period for Range 13 and below

- Shortened? / Extended?

Probationary Period for Range 14 and above

- Shortened ? / Extended?

Can Non-retention during initial probationary period may be challenged?

- Through which procedure?
- At what Step is it filed?

# Article 12 Layoff



How is Seniority determined for layoffs? Does Probationary time count?



What is the employer's requirement for Notification?

## Article 17 Classification Reviews

What should an employee be ready to provide in order appropriately petition the employer?

When does the Union submit annual requests for Class Series Reviews?

# Article 18 Performance Evaluations & Incentives

How long does an employee have to review the initial Eval before discussing it with the rater/author?

How long does the employee have to submit a rebuttal should they be dissatisfied with the outcome?

Can a performance incentive be given if one does NOT achieve an overall performance evaluation of 'mid-acceptable or better?'

# Article 21 Wages



What do I do in case of an employee pay shortage?  
When do I need to submit?



When does the employer need to respond to notice before incurring penalty pay?



I'm in Pay Increments and my evaluation is late. What are my options? Do I receive backpay?



## Article 22 Overtime and Premium Pay

Do overtime eligible employees who work 37.5hrs/wk accrue overtime after the same threshold as employees who work 40hrs/wk?

Can an employee refused mandatory overtime?

# Article 26 Personal Leave



What is the Personal Leave accumulation maximum for a full-time permanent employee?



Can a physicians note be required if the employee is sick for one day?



Is the employer required to provide time off to vote?

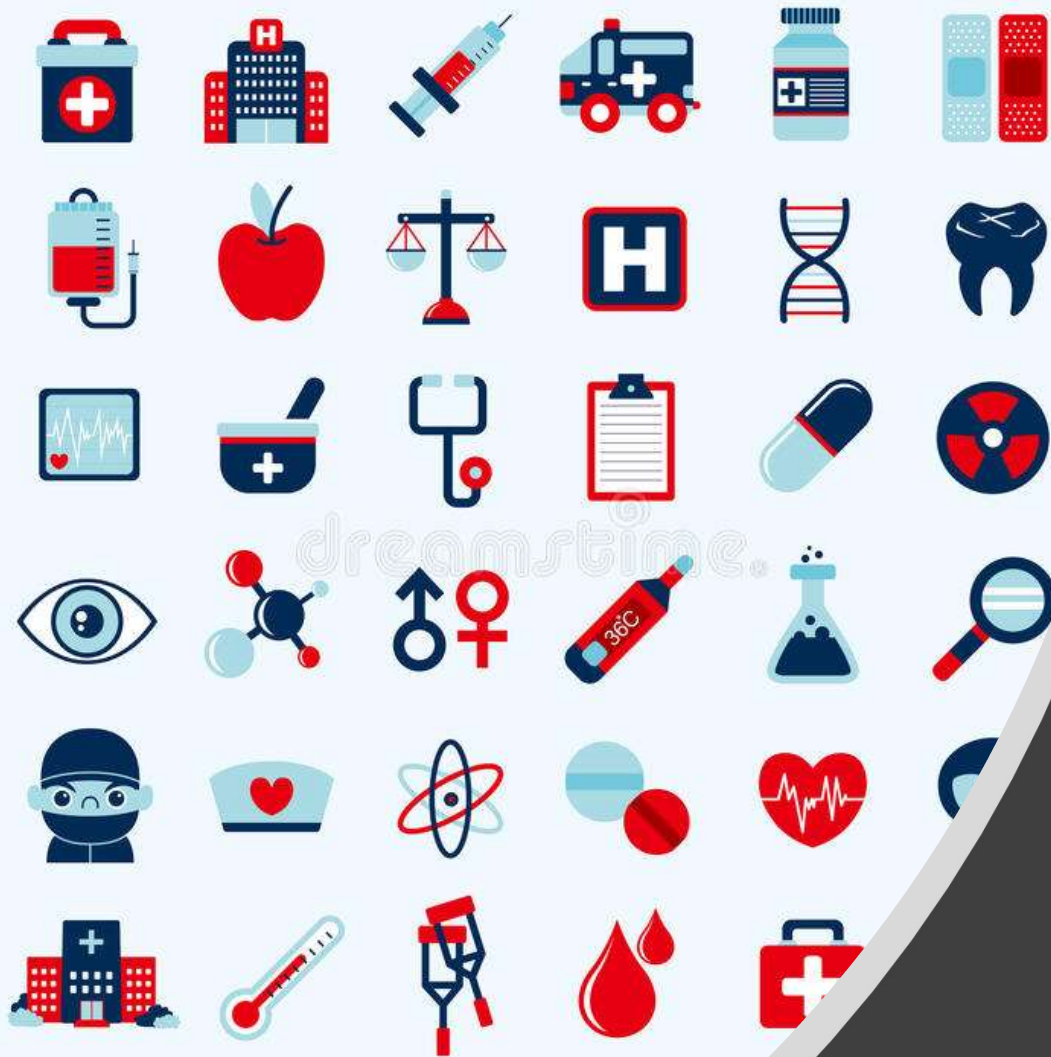
## Notice of Pay Problem

### -Why is this important?

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- Why do I need to file?
- What is the process?
- When should I expect a response?





Family Medical Leave  
Alaska Family Leave  
ASEA Emergency Leave Bank  
Americans With Disabilities Act



# TEAMS in the Workplace

- TEAMS is not your friend – It is a work tool
- TEAMS conversations are used in PreDisciplinary Meetings
- When it comes to what Microsoft Teams track, basically, **everything that you create using Microsoft Teams is visible to your employer.**
- All one-on-one chats, group chats, and meeting chats as well as anything you have deleted.
- All of the meetings you have created or joined, along with the subject, date and time, attendees and duration.
- All of the things you create or delete such as Channels, Teams.
- The times and dates that you have logged in and logged out of Teams and the IP address from which you did so, the device you connected with and its operation system.
- All of the apps you use inside Teams.
- Any meetings you recorded – including the recordings.
- All files that you create or attach in Teams.