



# Union Eligible Employees

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What do I need to know?

HR Facilitators Meeting  
July 12, 2011

# Introduction



## Union Eligible Employees

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- Yes, we have a union on campus
  - Laborers' International Union of North America, Local 773, AFL-CIO
- Yes, they are in some units outside of  
CFM

# What titles are union eligible?

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## ■ Web Page Search

<http://www.umkc.edu/hr/>

- Click on 'Compensation'
- Click on 'UM Job Code Detail (including UMKC)'
- Select Location: Kansas City
- Select Filter by Salary Plan (S/M for Service/Maintenance)
- Can download to Excel with steps and rates

# Dues Paying vs. Non-Dues Paying

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- Membership
- Representation
- Regular vs. Non-Regular

# Difference with other employees

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- Pay plan – step increases
- Employee relations
  - Refer to “Understanding of Policies” (mirrors HR Policy)

# Compensation – Union Eligible

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## ■ Step Increases

- Based on longevity (provided performance is satisfactory)
- **No merit increases** (annual increase plans)
- Matrix – S/M Salary Plan
  - 4 steps for most:
    - Step 1: Hire rate
    - Step 2: Probation rate
    - Step 3: 2 year rate (or 18 mos at Step 2)
    - Step 4: 4 year rate (or 24 mos at Step 3)

# Compensation – Union Eligible

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- Matrix (continued)
  - There is a “Lead” rate for those in the title (ex. Lead Custodian title with unique job code)
  - Some of the skilled trades have Master and Master Lead steps.

# Screen Shot

## ■ PeopleSoft – Salary Plan tab

Employee \_\_\_\_\_ Empl Record: 0

**Salary Plan** Find | View All First 1 of 1 Last

Effective Date: 03/07/2010 Go To Row

Effective Sequence: 0 Action: Pay Rate Change

HR Status: Active Reason: Longevity

Payroll Status: Active

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Salary Admin Plan: S/M


Grade: 016 2

Step: 4 2

Grade Entry Date: 11/29/2009

Step Entry Date: 03/07/2010

Includes Wage Progression Rule

Current 

# Seniority – Union Eligible

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- What is it used for?
  - Shift changes
  - Job openings
  - Layoffs
- Seniority lists are posted annually per agreement (currently posted)
- Locations: GSB, Dental School, School of Medicine

# Seniority – Union Eligible

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- Three dates:
  - Occup Date – date in title
  - Dept Date – date in department
  - University Date – date at UM
  
- When posted, there is a procedure for someone to request review of any of these 3 dates.

# Recruitment – Union Eligible

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- Posting openings
  - per agreement, job openings are posted internally for 5 days.
  - Pay is posted as a single rate, not range.
- Hiring
  - Role of seniority
  - Pay at time of hire
    - External vs. Internal hires
    - Shift differential

# Recruitment – Union Eligible

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- POET
  - Post-Offer / Pre-Employment Testing

# Questions?

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