COLLECTIVE BARGAINING AGREEMENT

between

GRINNELL COLLEGE

and

UNION OF GRINNELL STUDENT DINING WORKERS
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ARTICLE 1—RECOGNITION

1.1 Exclusive Representative. Grinnell College (the “College”) recognizes the Union of Student Dining Workers (the “Union”) as the exclusive representative of all student workers of the College. The term “Student Workers” shall include all degree-seeking individuals who are, during the life of this Collective Bargaining Agreement, simultaneously (1) enrolled as undergraduate students, full-time or part-time, at Grinnell College and (2) employed by Grinnell College. The term “Student Workers” shall not include (1) students whose sole employment relationship with Grinnell College is an internship, research fellowship, Mentored Advanced Project, or an equivalent relationship, such as externally grant-funded positions, and guards and supervisors as defined in the National Labor Relations Act, as amended.

ARTICLE 2—GENERAL DEFINITIONS

2.1 Agreement Definition. For the purposes of the present Collective Bargaining Agreement, the term “Agreement” shall refer to this Collective Bargaining Agreement in its entirety, including all appendices and encompassing any subsequent amendments executed by the College and the Union.

2.2 Student Worker Definition. For the purposes of this Agreement, the term “Student Worker” shall be defined as set forth in Article 1.1. A comprehensive list of positions encompassed by the term “Student Worker” is set forth in Appendix A.

2.3 Employee Definition. For the purposes of this Agreement, the term “Employee” shall be defined identically to the term “Student Worker” as set forth in Article 1.1, Article 2.2, and Appendix A. As such, the terms “Employee” and “Student Worker” may be used interchangeably throughout the Agreement.

2.4 Workplaces Definition. For the purposes of this Agreement, the term “Workplaces” shall be defined as the locations where student workers regularly perform tasks, jobs, and projects at Grinnell College pursuant to their obligations as employees of Grinnell College. The term “Workplaces” shall be limited to the locations identified in Appendix B.

ARTICLE 3—COLLEGE AND UNION RIGHTS AND RESPONSIBILITIES

3.1 Students First. The College and Union agree that the student workers covered by this Agreement are, first and foremost, students. The advancement of the educational goals of the student workers and the efficient operation of the College are the mutual obligations of the parties. The parties to this Agreement will cooperate fully to secure the advancement and achievement of these purposes.
3.2 Mutual Responsibility. The College and Union agree that they will treat each other with mutual respect and dignity. Members of the College Community shall have the right to express their views concerning the terms and conditions of employment consistent with Grinnell College’s policies (including but not limited to Grinnell College’s Student Handbook, Staff Handbook, and Faculty Handbook), the National Labor Relations Act ("NLRA"), the Family Educational Rights and Privacy Act ("FERPA"), financial aid regulations, privacy regulations, and other state and federal laws and regulations.

3.3 College Rights. Subject only to the terms of this Agreement, the College maintains the absolute right to carry out the educational mission of the institution. The College shall be the sole judge of all matters pertaining to student employment including the location and scheduling of such employment, the assignment and selection process, making and enforcing reasonable rules concerning safety, health, and the preservation of the educational experience, academic freedom and the contracting out of work. The College and Union agree to cooperate to ensure that this Agreement is administered in such a manner as to ensure and safeguard the dignity and safety of the entire Grinnell College community.

3.4 Non-Discrimination. The College and the Union mutually agree they shall not discriminate against any student employee based upon membership or non-membership in the Union or on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, pregnancy, childbirth, religion, disability, creed or any other protected class. Discrimination and sexual harassment on any of the bases covered by state or federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.

3.5 Union Communications. The Union shall not engage in public communications that attack, defame (through libel or slander), or otherwise target individual members of the College Community or their reputations. Neither shall the Union engage in public communications that are scandalous, vulgar, demeaning, libelous, scurrilous, prohibited by the Student Handbook or Student Employment Handbook, or detrimental to relationship between the College and its students.

3.6 No Strike, No Lockout. During the terms of this Agreement, the employees, the Union, and the College agree that there will be no strikes, slow-downs, work stoppages or interruptions, or picketing. There also shall be no lockout by or against the Union, the student employees covered by this Agreement or the College. Any employee participating in such conduct is subject to discipline and may be discharged from their position for such participation.

3.7 Union Management Committee. Upon the written request of either party, the College and the Union shall convene the Union Management Committee (the “UMC”) to meet to

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discuss workplace conditions and any other matters that arise in the administration of this Agreement.

**ARTICLE 4—JUST CAUSE**

**4.1 Just Cause.** Student workers shall not be disciplined or discharged without just cause. Just cause shall be assessed based upon the seven generally recognized elements of notice, reasonableness, investigation fairness, proof, consistency and appropriateness of discipline taking into account all of the circumstances of the matter.

**4.2 Just Cause: Progressive Discipline.** Except as set forth in Article 4.3, the College will employ progressive discipline. Student workers will receive one oral and one written warning before discharge. A student worker may request a disciplinary meeting with the Office of Student Employment after receiving a written warning. A student worker may request to have a union representative or workplace steward present at the meeting.

**4.3 Just Cause: Immediate Termination.** The following shall constitute just cause for immediate termination without progressive discipline: (1) Falsification of employment application, time card or other College records; (2) Carelessness or lack of attention that results in injury to property, person, or public relations; (3) Theft, assault, or any other criminal act; (4) Harassment of others; (5) Violation of the College’s Title IX, non-discrimination, or confidentiality policies; and (6) Refusal to perform assigned duties.

**4.4 Union Presence.** Student workers may request the presence of a union steward during any formal investigative interview that may result in discipline or discharge. The College agrees to remind student workers of this right before any such formal disciplinary meeting. Student workers have the right to not have a union steward present, but may instead have a support person who is a current Grinnell College employee or student be present.

**4.5 Notice of Discipline.** Student workers retain the right to provide or withhold notice to the Union of any progressive disciplinary action taken against them pursuant to Article 4.2. Student workers retain the right to provide or withhold notice to the Union of any disciplinary action taken against them pursuant to Article 4.2, subject to the limitations provided in Article 5.2 and Article 5.3.

**4.6 Academic Positions Definition.** For purposes of this Agreement, Academic Positions shall be defined as all (1) Course Assistant, (2) Lab Assistant, (3) Teaching Assistant, (4) Mentor and (5) Research Assistant positions held by student workers.

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4.7 Academic Freedom. Based upon fundamentals of academic freedom, Article 4.2 and Article 7 shall not apply to Academic Positions. All provisions of this Agreement other than Article 4.2 and Article 7 shall apply to Academic Positions.

4.8 Removal From Academic Positions. Any staff or faculty member of the College supervising a student worker in an Academic Position may remove that student worker from their Academic Position if the supervisor can articulate a legitimate interest for the removal rationally related to academic freedom. In the event that a student in an Academic Position is removed from their Academic Position, they shall be offered severance pay. This severance pay shall be the lesser of the following: (1) an amount equal to the income which would be earned by the Academic Position during the relevant semester, had the student worker not been removed, prorated in accordance with the number of days remaining in the semester or (2) an amount equal to twenty hours of wages at current base pay.

4.9 Contesting Removal From Academic Positions. Any student worker removed from an Academic Position may contest their removal by submitting a written complaint to the relevant Department Chair within ten (10) days of removal. If a student worker contests removal, the Department Chair will apply a rational basis standard to determine whether the supervisor who removed the student worker can articulate a legitimate interest for the removal rationally related to academic freedom. If the Department Chair determines the removal is not supported by a rational basis, the student worker shall be reinstated. If the Department Chair determines the removal is supported by a rational basis, the student worker may appeal the decision to the Dean of the College. If the Dean of the College determines the removal is not supported by a rational basis, the student worker shall be reinstated.

If the student worker contests removal from an academic position and is not reinstated by a finding of either the Department Chair or the Dean of the College, the student worker shall not be eligible to receive severance pay.

4.10 Service Leadership Work Study. The Service-Leadership Work Study (“SLWS”) Program is supported by the Center for Careers, Life, and Service at Grinnell College and is designed to create reciprocal relationships between Grinnell community organizations, community members, and Grinnell College students through collaborative service-learning and action. SLWS students are hired by Grinnell College to serve in capacity building service positions that support efforts to improve the wellbeing of our larger community. Students apply to the program and are interviewed and selected by non-profit or governmental community partner host organizations and after being hired by the College, serve at their host site. As per federal regulations, SLWS positions are specifically designed in a manner that does not replace work that would otherwise be done by paid community employees, but rather would be the purview of a volunteer. Both parties recognize that students choosing to participate in Service
Leadership Work Study positions are volunteers within the host organizations and subject to the terms and conditions of the host organization’s volunteer policies and the SLWS Memorandum of Understanding.

All provisions of this Agreement other than Articles 4.2 and Article 7 shall apply to these positions.

4.11 Student Government Association. As the elected representatives of the entire student body, the Student Government Association (“SGA”) is comprised to serve and represent every student at Grinnell College. SGA is bound by the Articles of its Constitution. SGA representatives are not hired or terminated but elected and impeached within the process outlined in the SGA Constitution.

All provisions of this Agreement other than Articles 4.2 and Article 7 shall apply to these positions.

ARTICLE 5—UNION SECURITY AND DUES

5.1 Student Worker Roster. The parties recognize that to fulfill its obligation to represent student workers under this Agreement, the Union should have access to the names and contact information of student workers covered by this Agreement. The parties recognize and agree that student workers may choose to keep their contact information confidential pursuant to FERPA and Section 5.3 of this Agreement.

5.2 Notifications. Each week, the College shall provide a spreadsheet report of all new hires and terminations. This report shall include the student workers’ names, e-mail addresses, phone numbers, and dates of hire or termination. Each semester, the College shall provide a spreadsheet report listing all student workers covered under the Agreement. Such report shall include the workers’ names, e-mail addresses, phone numbers, and job classifications. The parties recognize and agree that student workers may choose to keep their contact information confidential pursuant to FERPA and Section 5.3 of this Agreement.

5.3 FERPA Waiver. All new student workers shall be required to complete a FERPA Waiver request form, set forth in Appendix C, as a part of their employment onboarding affirming or denying the Union access to their educational records. Student workers retain the right to rescind the waiver at any time through formal written notice to the College’s Office of the Registrar.

5.4 Employee Orientation. All new student workers shall be provided electronically with a copy of this Agreement. All job postings for positions in the bargaining unit will indicate

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that such positions are union jobs and include a link to the Union’s website. The Union will be solely responsible for organizing their own recruiting efforts.

5.5 Early Return. The College shall allow up to two (2) Union representatives to return to campus at the beginning of New Student Orientation. Union members returning early will be assessed a pro-rated room and board charge based upon the date of their arrival if services are required. The Union will be solely responsible for organizing their own recruiting efforts.

5.6 Bulletin Boards. The College shall furnish one bulletin board in each of the following buildings: Grinnell College Golf Course; Field House; Bear Recreation and Athletic Center; Osgood Natatorium; Darby Gym; Black Cultural Center; Harris Center; Center for Religion Spirituality and Social Justice; Rosenfield Center; Humanities & Social Studies Center; Admission and Student Financial Services; Macy House; Center for Careers, Life and Service; Bucksbaum Arts Center; Burling Library; Forum; Noyce Science Center; Mears Cottage; Herrick Chapel; Steiner Hall; Goodnow Hall; Old Glove Factory; Grinnell House; Preschool Lab; and 821 5th Ave. These bulletin boards shall be placed in a prominent location.

Bulletin board notices shall be restricted to the following: a) notices of union recreational and social affairs; b) notices of union elections; c) notices of union appointments and results of union elections; d) notices of union meetings; e) other notices concerning union affairs which are not political or individually demeaning in nature. The Union shall remove from the bulletin board, upon the written request of the College, any material which in the College's judgment is libelous, scurrilous or detrimental to relationship between the College and its students. The Union agrees it will not engage in general distribution, or posting by employees, of pamphlets, advertising or political matters.

5.7 Mailbox. The Union will be provided with a mailbox in the college mail room.

5.8 Scheduled Meetings. The Union may reserve space to meet on campus in accordance with the College’s policies for outside organizations and groups.

5.9 Union Access to Campus. Where in the opinion of the College, it is reasonable and necessary for a union agent to be given access to a portion of the campus not generally accessible to students to investigate a previously filed grievance, such union agent or representatives shall first secure written permission from the College and then shall obtain a mutually satisfactory date and time for the visit. A representative of the College will accompany the union agent on any such visit.

5.10 Dues Check-Off. Each month the College agrees to deduct uniform dues from the paycheck of those covered employees whose individual written unrevoked authorizations are on
file with the College. Dues deducted shall be remitted to the Union as soon as possible, but no later by the end of each month dependent on the payroll schedule. Accompanying each remittance shall be a spreadsheet report of employees from whose wages deductions were made.

ARTICLE 6—WAGES

6.1 Pay Categories. Pay categories shall be assigned to each student-union position on campus to provide consistency and equity for similar work across similarly situated campus jobs. Grinnell College’s starting student worker wages are Level I $10.75 and Level II $12.50.

<table>
<thead>
<tr>
<th>Level</th>
<th>2023-24</th>
<th>2024-25</th>
<th>2025-26</th>
<th>2026-27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>$10.75</td>
<td>$10.97</td>
<td>$11.18</td>
<td>$11.41</td>
</tr>
<tr>
<td>Level II</td>
<td>$12.50</td>
<td>$12.75</td>
<td>$13.01</td>
<td>$13.27</td>
</tr>
</tbody>
</table>

At the commencement of the finalized bargaining contract all students will be migrated to the appropriate base wage. Each academic year following the initial contract period, student workers in good standing (were not suspended or terminated from a position within the current or prior academic year) will receive a 2% wage increase, contingent upon an equal or higher across the board wage increase being awarded to non-student employees. In the case of a less than 2% wage increase to non-student employees, student workers will be awarded the equivalent increase, not to exceed 2% per academic year.

**Level I:** Positions that require minimal training normally provided by department (i.e., filing, answering telephones, providing service to others). Duties are often of a routine nature, requires more direct supervision, and minimal training or experience is required.

Basic skills may be acquired through on the job training. Responsibilities may require basic organizational or technical knowledge, operation of simple equipment or performing repeating tasks.

**Level II:** Positions that require a combination of comprehensive training, acquired basic scientific or technical knowledge, and analytical, and/or significant physical demands. Duties are varied and less routine and involve a moderate degree of responsibility and judgement. Requires previous knowledge or skill and/or equivalent experience or training.

Positions considered by the college to be hard to fill, that are deemed hard to fill and/or supervisory. May perform specialized work. Also requires some developed skills such as operation of more technical knowledge, operation, and accountability for more complex office equipment, composition, or significant interaction with the public. May require minimal
supervision. Examples include academic programs, registrar, bookstore, admission tour guide, athletic trainer, craft workshop, library specialty coordinator, community assistant, computer user consultant, and annual giving specialist. All dining positions are assigned to Level II.

6.2 Community Assistants. Community Assistants may choose to be compensated through the Level II hourly wages outlined above, or through the receipt of a room grant equaling the total cost of room for the academic year.

6.3 Coverage. The College shall not revise or amend the manner in which student workers are compensated for the sole purpose of avoiding coverage under this Agreement.

ARTICLE 7—GRIEVANCES

7.1 Grievance Definition. For the purposes of this Agreement, a “Grievance” is defined as a written dispute, claim or complaint arising under this Agreement and filed by a grievant. Grievances are limited to matters of interpretation or application of the express, material provisions of this Agreement.

7.2 Grievant Definition. For the purposes of this Agreement, a “Grievant” is defined as an individual filing a grievance pursuant to this Article. The term “Grievant” is limited to (1) student workers adversely affected by an alleged violation of a provision of this Agreement and (2) Union representatives asserting a grievance on the behalf of a student worker adversely affected by an alleged violation of a provision of this Agreement.

7.3 Working Days Definition. For the purposes of this Article, “Working Days” shall be defined as all weekdays in which classes occur at the College.

7.4 Grievance Procedure. The parties shall adhere to the following four-step grievance procedure:

Step One: The grievant shall raise the concern with the relevant student worker’s supervisor within ten (10) working days after knowledge of the action that allegedly violated the contract. The supervisor or a designee shall respond to the grievant within ten (10) working days.

Step Two: If the matter is not resolved at Step One, the grievant may reduce the grievance to writing and present the grievance to the Student Employment Office within ten (10) working days. The Student Employment Office shall respond to the grievant within ten (10) working days.

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If the grievance involves a termination, the grievance process may begin at Step Two. In such a case, the matter must be presented to the Student Employment Office within ten (10) working days after knowledge of the action that allegedly violated the contract. Back pay may only be awarded as a remedy for an unfair termination grievance for shifts missed between the date the grievance is filed and the date the grievance is resolved.

**7.5 Grievance Timing.** No grievance shall be raised based on facts or events that have occurred more than ten (10) working days before the grievant initiates Step One of the process. A grievant’s failure to raise a grievance or to progress the grievance pursuant to the deadlines established in Article 7.2 shall constitute waiver of the grievance.

**7.6 Arbitration.** Within seven (7) calendar days following conclusion of Step 3 of the grievance procedure established in Article 7.4, the grievant shall request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. Within seven (7) days following receipt of the list of arbitrators, the parties shall alternately strike names from the list to select a single arbitrator.

**7.7 Arbitrator Authority.** The arbitrator shall have no power to add to or subtract from or modify any of the terms of this Agreement. The arbitrator shall have no power to establish wage rates or to rule on the proper assignment of work by the College.

**7.8 Arbitrator Costs.** The expenses of the arbitration shall be paid by the party against whom the arbitrator decides. Each party shall make arrangements for and pay the expenses of witnesses which are called by them. No student worker shall be paid for time spent participating in the arbitration process. It shall be the obligation of the arbitrator to issue a written ruling within 20 days after an arbitration hearing. There shall be no appeal from an arbitrator’s decision. It shall be final and binding on the union, on all bargaining union student workers and on the College.
ARTICLE 8—Health, Safety, and Breaks

8.1 Work Rules. The College shall establish and maintain a Student Employee Handbook containing work rules applicable to all student workers. The College shall also establish Workplace Rules applicable to specific workplaces.

The Union shall be given reasonable notice of change to any material work rules, except that any academic, Title VII, and Title IX related information may not be shared with the Union. For purposes of this Section, "work rules" includes rules regarding attendance, performance, and operational procedures and policies. This provision shall not limit the College's ability to immediately implement or modify work rules related to safety and health.

8.2 General Training. All employees shall be given annually at least one (1) hour of paid general training at the applicable Level 1 wage, as set forth in Article 6.1, before they begin regular employment. This general training will include instructions on time entry and the Student Employee Handbook. An employee shall not receive this general training until the employee’s onboarding paperwork has been completed.

8.3 Workplace Specific Training. All employees shall receive training specific to their workplace as governed by their respective workplace rules.

8.4 Rest Periods. Fifteen (15) minutes paid rest periods for each four hours of consecutive hours worked within a single workday will be scheduled for all employees.

8.5 Maximum Hours. During the academic year, student workers may work no more than twenty (20) hours per week. A cap of forty (40) hours per week exists during break and summer periods.

8.6 Accessibility. The College will provide reasonable accommodations to any employee with a temporary or long-term disability which prevents them from performing the essential functions of their normal assigned duties. Any student worker seeking reasonable accommodations must provide notice to the College’s Disabilities Resource Office.

ARTICLE 9—TERM

9.1 Term. This Agreement shall commence xxxxxx and shall continue in full force and effect until midnight xxxxxx when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than 105 nor more than 135 days prior to xxxxxx. In any event, this Agreement shall not be extended beyond xxxxxx except by written consent of the parties.

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Appendix A

The following positions are comprehensive of all positions encompassed by the term “Student Worker” as defined in Articles 1.1 and 2.1:

1. Ambassador
2. Attendant/Monitor
3. Community Advisor
4. Content Creator
5. Coordinator
6. Course Assistant
7. Event Staff
8. Grader
9. Lab Assistant
10. Leader
11. Lifeguard
12. Mentor
13. Office Assistant
14. Overnight Stay Coordinator
15. Research Assistant
16. Service Leadership Work Study
17. Student Supervisor
18. Support Assistant
19. Technical Assistant
20. Tutor

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Appendix B

The following locations are comprehensive of the term “Workplaces” as defined in Article 2.3:

1. Administrative Units
   a. Accounting
      i. Accounting Accounts Payable Office Assistant
   b. Admission
      i. Admission Ambassador
      ii. Admission International Student Ambassador
      iii. Admission Marketing Intern
      iv. Admission Multicultural Recruitment Ambassador
      v. Admission Office Assistant
      vi. Admission Overnight Host Coordinator
      vii. Admission Tour Guide / Summer Intern Ambassador
   c. Analytic Sup. & Inst. Research
      i. Analytic Sup. & Inst. Research Research Assistant
   d. Athletics
      i. Athletics Track and Field Recruiting Coordinator
      ii. Athletics Athletic Training Support Assistant
      iii. Athletics Bear Ctr Attendant/Monitor
      iv. Athletics Concessions Coordinator
      v. Athletics Cross Country Coordinator
      vi. Athletics Cross Country/Track Social Media Intern
      vii. Athletics Equipment Room STUDENT Supervisor
      viii. Athletics Event Staff
      ix. Athletics Event Student Supervisor
      x. Athletics Football Support Assistant
      xi. Athletics Health and Wellness Research Assistant
      xii. Athletics Main Office Ste Technical Assistant
      xiii. Athletics Press Box STUDENT Supervisor
      xiv. Athletics Racket Stringing Support Assistant
      xv. Athletics Swimming and Diving Coordinator
      xvi. Athletics Varsity Team Manager Support Assistant
      xvii. Athletics Welcome Desk Attendant/Monitor
      xviii. Athletics Welcome Desk Student Supervisor
   e. Bookstore
      i. Bookstore Cashier Support Assistant
      ii. Bookstore Retail Support Assistant

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iii. Bookstore Textbook Support Assistant

f. **Campus Safety**
   i. Campus Safety Dispatch Ctr Student Supervisor
   ii. Campus Safety Dispatch Ctr Technical Assistant
   iii. Campus Safety Student Patrol Attendant/Monitor
   iv. Campus Safety Student Patrol Student Supervisor


g. **Careers, Life, and Service**
   i. Careers, Life & Service Grinnell Prize Research Asst
   ii. Careers, Life and Service Law Community Intern
   iii. Careers, Life and Service Stem Career Community Intern
   v. Careers, Life, and Service Communications Technical Assistant
   vi. Careers, Life, and Service Digital Media Intern
   vii. Careers, Life, and Service Guest Relations Office Assistant
   viii. Careers, Life, and Service Health Career Community Intern
   ix. Careers, Life, and Service Health Professions Leader
   x. CLS Arts, Media and Communications Career Community Intern
   xi. CLS Education Professions Career Community Intern
   xii. CLS Employer Engagement Support Assistant
   xiii. CLS Government & Social Service Career Community Intern
   xiv. CLS Grinnell Prize Research Assistant
   xv. CLS Grinnell Prize Student Supervisor
   xvi. CLS Peer Ambassador
   xvii. CLS Podcast Technical Assistant
   xviii. CLS Service & Social Innovation Coordinator
   xix. CLS Service & Social Innovation Leadership Work Study
   xx. CLS Service & Social Innovation Student Supervisor
   xxi. CLS Service and Social Innovation Lead Research Assistant
   xxii. CLS Service and Social Innovation Research Assistant
   xxiii. Service Learning

h. **Community Partnerships, Planning and Research**
   i. Comm Enh & Eng Office Asst
   ii. Comm. Enhancement & Engagement Ignite Leader
   iii. Comm. Enhancement & Engagement Support Assistant
   iv. Community Enhancement & Engagement Americorps Supp Asst

i. **Communications and Marketing**
   i. Communications /Marketing Content Producer Intern
   ii. Communications/Marketing Photography Intern
   iii. Communications/Marketing Videography Intern

j. **Conference Operations & Events**

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i. Conf Operations & Events Met Opera Event Staff
ii. Conf Operations & Events Office Assistant
iii. Conference Operations & Events Commencement Event Staff
iv. Conference Operations & Events Event Staff
v. Conference Operations & Events Office Assistant Office Assis

k. Corp. Foundation. & Government Relations
   i. Corp. Found. & Gov't Rel. Office Assistant
   ii. Corp. Found. & Gov't Rel. Research Assistant

l. CRSSJ
   i. CRSSJ Chalutzim/Shabbat Coordinator
   ii. CRSSJ Community Meal Leader
   iii. CRSSJ Community Meal Summer Leader
   iv. CRSSJ Lending Library Student Supervisor
   v. CRSSJ Lending Library Support Assistant
   vi. CRSSJ Office Assistant

m. Development & Alumni Relations
   i. DAR Coordinator
   ii. DAR Regional Networks Intern
   iii. Dar Reunion Event Staff
   iv. DAR Senior Class Gift Ambassador
   v. DAR Student Engagement Ambassador
   vi. Dar Support Assistant
   vii. Development & Alumni Relations Annual Giving Summer Intern
   viii. Development & Alumni Relations Annual Giving Support Assistant
   ix. Development & Alumni Relations Class Ambassador
   x. Development & Alumni Relations Multicultural Archive Researcher
   xi. Development & Alumni Relations Office Support Assistant
   xii. Development & Alumni Relations Operations Research Assistant
   xiii. Development & Alumni Relations Operations Technical Assistant
   xiv. Development & Alumni Relations Phonathon Intern
   xv. Development & Alumni Relations Phonathon Leader
   xvi. Development & Alumni Relations Phonathon Support Assistant
   xvii. Development & Alumni Relations Reunion A/V Coordinator
   xviii. Development & Alumni Relations Reunion Advance Coordinator
   xix. Development & Alumni Relations Reunion Ambassador
   xx. Development & Alumni Relations Reunion Ambassador Coordinator
   xxi. Development & Alumni Relations Reunion Housing Coordinator
   xxi. Development & Alumni Relations Reunion Leader
   xxiii. Development & Alumni Relations Reunion Registration Coordinator
   xxiv. Development & Alumni Relations Reunion Support Assistant

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xxv. Development & Alumni Relations Reunion Transportation Coordinator
xxvi. Development & Alumni Relations Summer Intern
xxvii. Development and Alumni Relations Support Assistant

n. Dining Services
   i. Dining Services Marketplace Support Assistant

o. Diversity, Equity and Inclusion

p. Facilities Management
   i. Facilities Management Communication Sustainability Coordinator
   ii. Facilities Management Compost Coordinator
   iii. Facilities Management Coordinator
   iv. Facilities Management Energy Sustainability Coordinator
   v. Facilities Management Food Sustainability Coordinator
   vi. Facilities Management Land Steward Coordinator
   vii. Facilities Management Recycling Coordinator
   viii. Facilities Management Sustainability Committee Research Asst
   ix. Facilities Management Transportation Sustainability Coordinator
   x. Facilities Management Water Sustainability Coordinator

q. Faulconer Gallery
   i. Grinnell College Museum of Art Coordinator
   ii. Grinnell College Museum of Art Gallery Guide Attendant/Monit
   iii. Grinnell College Museum of Art Museum Promotions Intern
   iv. Grinnell College Museum of Art Office Assistant
   v. Grinnell College Museum of Art Outreach Intern
   vi. Grinnell College Museum of Art Print and Drawing Study Room
   vii. Grinnell College Museum of Art Research Assistant

r. Financial Aid
   i. Financial Aid Office Assistant

s. Golf Course
   i. Golf Course Support Assistant

t. Human Resources
   i. Human Resources Technical Assistant

u. Information Technology Service
   i. ITS Appdev Product Leader
   ii. ITS Business Operations Leader
   iii. ITS Junior Appdev Technical Assistant
   iv. Its Network Services Technical Assistant
   v. ITS Senior Appdev Technical Assistant
   vi. ITS Services Desk Technical Assistant
   vii. ITS Systems Engineering Technical Assistant
   viii. ITS Technology Services Desk Leader

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ix. ITS Training Technical Assistant

v. **Institute for Global Engagement**
   i. IGE Global Kitchen Leader
   ii. IGE Glp Global Envoy Mentor
   iii. IGE Mentor
   iv. Institute for Global Engagement Global Envoy Mentor Trainee

w. **Mail Services**
   i. Mail Services Support Assistant
   ii. Mail Services Technical Assistant

x. **Office of Investments**
   i. Office of Investments Intern

y. **President**
   i. 2nd Year Retreat Support Assistant

z. **Registrar**
   i. Registrar Office Assistant

aa. **Student Affairs**
   i. Intercultural Affairs Black Cultural Ctr Coordinator
   ii. Intercultural Affairs Curriculum Intern Intern
   iii. Intercultural Affairs Marketing Intern Intern
   iv. Intercultural Affairs Mlc Ambassador
   v. Intercultural Affairs Pcpop Intern
   vi. Intercultural Affairs Pcpop Mentor
   vii. Intercultural Affairs Pcpop Support Assistant
   viii. Intercultural Affairs Src Coordinator
   ix. International Student Affairs Intern
   x. International Student Affairs Ipop Mentor
   xi. International Student Affairs Support Assistant
   xii. Student Affairs Acess Coordinator
   xiii. Student Affairs Acess Event Staff
   xiv. Student Affairs Acess Outreach Coordinator
   xv. Student Affairs Acess Student Supervisor
   xvi. Student Affairs Community Advisor Mentor
   xvii. Student Affairs Connecting Grinnellians Coordinator
   xviii. Student Affairs Craft Workshop Leader
   xix. Student Affairs Craft Workshop Technical Assistant
   xx. Student Affairs Harm Reduction/Student Activities Event Staff
   xxi. Student Affairs Harris Ctr Event Staff
   xxii. Student Affairs Jrc Event Staff
   xxiii. Student Affairs Leader
   xxiv. Student Affairs New Student Orientation Ambassador

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xxv. Student Affairs New Student Orientation Coordinator
xxvi. Student Affairs New Student Orientation Support Assistant
xxvii. Student Affairs Programming Leader
xxviii. Student Affairs Shaw Mentor
xxix. Student Affairs Stonewall Resource Ctr Coordinator
xxx. Student Affairs Weekend Coordinator
xxxi. Student Programming Coordinator
xxxii. Community Assistant

bb. Student Health & Wellness
   i. Shaw Shic Administrator Ambassador
   ii. Shaw Shic Peer Educator Ambassador
   iii. Shaw Shic Student Staff
   iv. Shaw Testing Clinic Technical Assistant
   v. Student Health and Wellness Student Driver Support Assistant
   vi. Student Health and Wellness Wellness Lounge Leader

2. Academic Units
   a. Anthropology
      i. Anthropology Grader
      ii. Anthropology Mellon Grant Research Assistant
      iii. Anthropology Office Assistant
      iv. Anthropology Research Assistant
      v. Anthropology Technical Assistant
   b. Art and Art History
      i. Art and Art History Ceramics Course Assistant
      ii. Art and Art History Digital Media Lab Technical Assistant
      iii. Art and Art History Film and Media Studies Tech Asst
      iv. Art and Art History Life Drawing Coordinator
      v. Art and Art History Painting Course Assistant
      vi. Art and Art History Print Media Course Assistant
      vii. Art and Art History Research Assistant
      viii. Art and Art History Sculpture and Welding Course Assistant
      ix. Art and Art History Sculpture Technical Assistant
      x. Art and Art History Studio Art Technical Assistant
      xi. Art and Art History Video/Digital Media Course Assistant
   c. Biology
      i. Biology Cera Lab Assistant
      ii. Biology Cera- Summer Restoration Intern
      iii. Biology Greenhouse Summer Technical Assistant
      iv. Biology Greenhouse Technical Assistant

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v. Biology Lab Technical Assistant
vi. Biology Leader
vii. Biology Mycology Lab Assistant
viii. Biology Research Assistant
ix. Biology Stockroom Technical Assistant
d. Chemistry
i. Chemistry Course Assistant
ii. Chemistry Grader
iii. Chemistry Lab Assistant
iv. Chemistry Levandoski Research Assistant
v. Chemistry Physical Chemistry Research Assistant
vi. Chemistry Research Assistant
vii. Chemistry Stockroom Technical Assistant
e. Chinese & Japanese
i. Chinese & Japanese Chinese Grader
ii. Chinese & Japanese Support Assistant
iii. Chinese and Japanese House Coordinator
iv. Chinese Research Assistant
v. East Asian Studies Course Assistant
f. Classics (Greek & Latin)
i. Classics Research Assistant
g. Computer Science
i. Computer Science Grader
ii. Computer Science Mentor
iii. Computer Science Myroc Research Assistant
iv. Computer Science Research Assistant
v. Computer Science Software Development Research Assistant
vi. Computer Science Technical Assistant
vii. Computer Science Tutor
h. Dean of the College
i. Academic Advising Mentor
ii. Academic Advising Tutor
iii. Academic Grinnell Corps Curricular Assistant (course Asst)
iv. Academic Supp Hssc Office Asst
v. Academic Support (asas) Technical Assistant
vi. Academic Support Office Assistant
vii. Assistive Technology Access Technical Assistant
viii. Assistive Technology Social Media Technical Assistant
ix. Assistive Technology Student Supervisor
x. Dean of the College 2nd Year Retreat Support Assistant

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xi. Dean of the College Classics Research Assistant
xii. Dean of the College Office Assistant
xiii. Disability Resources Ambassador
xiv. Disability Resources Course Assistant
xv. Disability Resources Digital Access Student Leader
xvi. Grinnell Science Project Leader
xvii. Liberal Arts in Prison Program (lapp) Coordinator
xviii. Liberal Arts in Prison Program Tutor

i. Economics
   i. Economics Research Assistant
   ii. Economics Grader
   iii. Economics Mentor
   iv. Economics of Crime Research Assistant
   v. Economics Office Assistant
   vi. Economics Political Economy Theory Research Assistant
   vii. Economics Research Assistant
   viii. Economics Wilson Professorship Research Assistant

j. Education
   i. Education Office Assistant
   ii. Education Research Assistant

k. English
   i. English Course Assistant
   ii. English Mellon Hia Research Assistant
   iii. English Research Assistant
   iv. English Writers @ Grinnell Support Assistant

l. French and Arabic
   i. French and Arabic Office Assistant
   ii. French and Arabic Research Assistant
   iii. French and Arabic Tutor

m. German Studies
   i. German Office Assistant

n. Gender, Women's & Sexuality Studies
   i. Gender, Women's & Sexuality Studies Research Assistant
   ii. Gndr, Wmn's & Sexuality Stds Course Assistant
   iii. Gndr, Wmn's & Sexuality Stds Research Assistant
   iv. Gndr, Wmn's & Sexuality Studies Support Assistant
   v. Gwss Intern
   vi. Gwss Support Assistant

o. History
   i. History Course Assistant

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ii. History Office Assistant
iii. History Research Assistant

p. Mathematics & Statistics
i. Math & Statistics Research Asst
ii. Mathematics & Statistics Grader
iii. Mathematics & Statistics Mentor
iv. Mathematics & Statistics Research Assistant

q. Music
i. Music Accompanist Mentor
ii. Music Budget Technical Assistant
iii. Music Concert Staff Leader
iv. Music Ensembles Coordinator
v. Music Equipment Checkout Technical Assistant
vi. Music Keyboard Lab Technical Assistant
vii. Music Library Technical Assistant
viii. Music Office Assistant
ix. Music Research Assistant
x. Music Sheet Music Library Technical Assistant

r. Philosophy
i. Academic Support Linguistics Grader
ii. Philosophy Grader
iii. Philosophy Office Assistant
iv. Philosophy Technical Assistant

s. Physical Education
i. Physical Education Baseball/Softball Event Staff
ii. Physical Education Equipment Room ATTENDANT/MONITOR
iii. Physical Education Fitness Ctr Attendant/Monitor
iv. Physical Education Fitness Ctr Student Supervisor
v. Physical Education Gorp Leader
vi. Physical Education Gorp Student Supervisor
vii. Physical Education Intramural Sports Coordinator
viii. Physical Education Lifeguard Attendant/Monitor
ix. Physical Education Research Assistant

$t$. Physics
i. Physics Christensen Research Asst
ii. Physics Grader
iii. Physics Lab Assistant
iv. Physics Mentor
v. Physics Museum Research Assistant
vi. Physics Research Assistant

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u. Political Science
   i. Political Science Congress, Oversight and Investigations RA
   ii. Political Science Grinnell College National Poll Res Asst
   iii. Political Science Research Assistant
   iv. Political Science Support Assistant
v. Psychology
   i. Psychology Behavioral Neuroscience Research Assistant
   ii. Psychology Child Development Research Assistant (yust)
   iii. Psychology Child Studies Program Research Assistant
   iv. Psychology Cognition Research Assistant
   v. Psychology Document Translator Technical Asst
   vi. Psychology General Research Assistant
   vii. Psychology Office Assistant
   viii. Psychology Preschool Course Assistant
   ix. Psychology Psy 225 Mentor
   x. Psychology Psy113 Mentor
   xi. Psychology Psy246 Mentor
   xii. Psychology Psychology Video Editor Technical Assistant
   xiii. Psychology Ralston Lab Research Assistant
   xiv. Psychology Research Assistant
   xv. Psychology Research Assistant: Data Analysis Research Assist
   xvi. Psychology Research Methods Grader
   xvii. Psychology Social Psychology Lab Assistant
   xviii. Psychology Student Illustrator On-Call Technical Assistant
   xix. Psychology Tutor
w. Religious Studies
   i. Religious Studies Mellon Grant Research Assistant
   ii. Religious Studies Office Assistant
   iii. Religious Studies Research Assistant
x. Russian
   i. Russian Grader
   ii. Russian House Coordinator
   iii. Russian Office Assistant
y. Science Department
   i. Science Department Neuroscience Lab Assistant
   ii. Science Dept Animal Care Lab Assistant
   iii. Science Dept Second-Year Science Retreat Leader
   iv. Science Dept Slc Science Community Leader
   v. Science Dept Slc Science Group Tutor
z. Sociology
i. Sociology Course Assistant  
ii. Sociology Csfs Research Assistant  
iii. Sociology Introduction to Sociology Grader  
iv. Sociology Office Assistant  
v. Sociology Research Assistant  

aa. Spanish  
i. Spanish House Coordinator  
ii. Spanish Office Assistant  
iii. Spanish Technical Assistant  

bb. Theatre and Dance  
i. Theater and Dance Support Assistant  
ii. Theater and Dance Trained Crowd Leader  
iii. Theatre and Dance Box OFFICE Attendant/Monitor  
iv. Theatre and Dance Costume Coordinator  
v. Theatre and Dance Costume Studio Staff - Stitcher Lab Assist  
vi. Theatre and Dance Front of House Leader  
vii. Theatre and Dance Production Stage Leader  
viii. Theatre and Dance Properties Storage Coordinator  
ix. Theatre and Dance Theatre and Dance Scene Shop Technical Asst  

3. Centers, Labs, Libraries and Galleries  
a. Alternate Language Study  
i. Alternate Language Study (ALSO) Tutor  
ii. Alternate Language Study Course Assistant  
iii. CLIC Office Assistant  
iv. Foreign Language Tutor  

b. Center for Prairie Studies  
i. CPS College Garden Summer Apprentice Support Assistant  
ii. CPS Grinnell College Garden Support Assistant  
iii. Ctr for Prairie Studies Garden and Prairie Plantings Support  
iv. Ctr for Prairie Studies Rootstalk Support Assistant  

c. Center Teaching, Learning & Assessment  
i. CTLA 3D Artist in Grinnell Immersive Environments Lab Asst  
ii. Ctl Innovation Grant Research Assistant  
iii. CTLA Software Developer, Grinnell Immersive Env Lab  
iv. CTLA Subject Matter Expert for Grinnell Immersive Env  

d. Data Analysis & Social Inquiry Lab  
i. DASIL Grinnell College National Poll Research Assistant  
ii. Data Analysis & Social Inquiry Data Analysis & Social Inquir  

e. Humanities  

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i. Ctr for the Humanities Support Assistant
ii. Humanities Ctr Research Assistant
iii. Humanities Research Assistant
iv. Humanities Tutorial Research Assistant

f. Library
   i. Library Art History Research Asst
   ii. Library Cataloging Technical Assistant
   iii. Library Digital History Project Support Assistant
   iv. Library Digital Scholarship Research Assistant
   v. Library Digital Scholarship Rlab Assistant
   vi. Library Government Documents Coordinator
   vii. Library Interlibrary Services/Shipping Support Assistant
   viii. Library Media Collections Support Assistant
   ix. Library Media Collections Technical Assistant
   x. Library Mend/Bind Technical Assistant
   xi. Library Processor Support Assistant
   xii. Library Research Assistant
   xiii. Library Serials Dept Support Assistant
   xiv. Library Services Technical Assistant
   xv. Library Special Collections and Archives Support Assistant
   xvi. Library Technology, Research, Circulation Support Assistant

g. Math Lab
   i. Math Lab Tutor

h. Rosenfield Program
   i. Rosenfield Program Office Assistant
   ii. Rosenfield Program Technical Assistant

i. Wilson Program
   i. Wilson Ctr Failure Fund Mentor
   ii. Wilson Ctr Stew Leader
   iii. Wilson Program Ambassador
   iv. Wilson Program Event Staff
   v. Wilson Program Leadership Institute Coordinator
   vi. Wilson Program Maker Lab Coordinator
   vii. Wilson Program Maker Lab Technical Assistant
   viii. Wilson Program Makerlab Technical Assistant
   ix. Wilson Program Spark Coordinator
   x. Wilson Program Support Assistant
   xi. Wilson Program Technical Assistant
   xii. Wilson Program Tedx Event Staff

j. Writing Center

Last Updated November 30, 2022
i. New Writing Mentor
ii. Student Assistant Director
iii. Writing Lab Office Assistant
iv. Writing Mentor

4. Student Lead Organizations
   a. Student Government Association
      i. Sga Administrative Coordinator
      ii. Sga All Campus Events Leader
      iii. Sga Assistant Treasurer
      iv. Sga Belonging Task Force Leader
      v. Sga Belonging Task Force Support Assistant
      vi. Sga Concert Events Staff
      vii. Sga Concerts Chair Leader
      viii. Sga Dei Chair Leader
      ix. Sga Diversity and Outreach Leader
      x. Sga Diversity, Equity & Inclusion Chair Leader
      xi. Sga Elections Chair Leader
      xii. Sga Environmental Sustainability Chair Coordinator
      xiii. Sga Environmental Sustainability Chair Leader
      xiv. Sga Exco Coordinator
      xv. Sga Freesound Leader
      xvi. Sga Leader
      xvii. Sga Outreach Coordinator Leader
      xviii. Sga Posterer Support Assistant
      xix. Sga President
      xx. Sga President of Senate Leader
      xxi. Sga Resources & Service Coordinator Leader
      xxii. Sga Resources and Service Coordinator Leader
      xxiii. Sga Senator Leader
      xxiv. Sga Student Groups Coordinator Leader
      xxv. Sga Student Initiative Fund Chair Coordinator
      xxvi. Sga Student Services Leader
      xxvii. Sga Technical Advisor Leader
      xxviii. Sga Treasurer
      xxix. Sga Vice President Academic Affairs
      xxx. Sga Vice President Student Affairs
      xxxi. SGA VPAA SEPC Coordinator

   b. Student Publications and Radio
      i. SPARC Assistant Treasurer Leader
      ii. Sparc B&s Content Creator

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iii. Sparc B&s Editor Leader
iv. SPARC Chair Student Supervisor 
v. Sparc Concrete Perspectives Copy Editor Content Creator
vi. Sparc Concrete Perspectives Finance Liaison Support Assistant
vii. Sparc Concrete Perspectives Graphic Designer Content Creator
viii. Sparc Concrete Perspectives Media Head Leader
ix. Sparc Content Creator
x. Sparc Cyclone Yearbook Content Creator
xi. Sparc Disorientation Guide Content Creator
xii. Sparc Disorientation Guide Media Head Leader
xiii. Sparc Gogue Data Analyst/Social Media Manager Content Creator
xiv. Sparc Gogue Graphic Design Content Creator
xv. Sparc Gogue Interviewer/Writer Content Creator
xvi. Sparc Gogue Leader
xvii. Sparc Gogue Photographer Content Creator
xviii. Sparc Grinnell Editor Content Creator
xix. Sparc Grinnell Press Content Creator
xx. Sparc Grinnell Press Leader
xxi. Sparc Grinnell Press Media Head Leader
xxii. Sparc Grinnell Review Art Editor Support Assistant
xxiii. Sparc Grinnell Review Editor Leader
xxiv. Sparc Grinnell Review Layout Designer Content Creator
xxv. Sparc Grinnell Review Media Head Leader
xxvi. Sparc Grinnell Review Social Media Content Creator
xxvii. Sparc Grinnell Review Writing Editor Support Assistant
xxviii. Sparc Gum Content Editor Leader
xxix. Sparc Gum Graphics Editor Leader
xxx. SPARC GUM Layout Editor Leader
xxxii. SPARC GUM Leader
xxxii. Sparc Kdic Archivist Support Assistant
xxxiii. Sparc Kdic Audio Technician Leader
xxxiv. Sparc Kdic Creative Dir/Graphic Design Content Creator
xxxv. Sparc Kdic Events Coordinator Event Staff
xxxvi. Sparc Kdic Leader
xxxvii. Sparc Kdic Manager Leader
xxxviii. Sparc Kdic Social Media and Publicity Leader
xxxix. Sparc Kdic Support Assistant
x. Sparc Podcast Editor S&b Technical Assistant
xi. Sparc Prairie Burn Content Creator
xli. Sparc Prairie Burn Content Editor
xliii. Sparc Prairie Burn Graphic Designer Content Creator
xliv. Sparc Prairie Burn Leader
xlv. Sparc S&b Copy Editor Content Creator
xlvi. Sparc S&b Graphics Designer Content Creator
xlvii. Sparc S&b Media Head Leader
xlviii. Sparc S&b Section Editor Support Assistant
xl ix. Sparc S&b Social Media Coordinator Content Creator
l. Sparc S&b Staff Photographer Content Creator
li. Sparc S&b Visual Editor
lii. Sparc Sequence Content Creator
liii. Sparc Sequence Media Head Content Creator
liv. SPARC Social Media & Engagement Coord Content Creator
lv. SPARC Technical Coord Technical Assistant
lvi. SPARC Treasurer Student Supervisor
lvii. SPARC Vice-Chair Leader
lviii. Sparc Video Editor S&b Technical Assistant
lix. Sparc Yearbook Leader
lx. Sparc S&b Staff Writer Content Creator
Appendix C

GRINNELL COLLEGE

Release of Student Education Records Related to Student Employment

I, the undersigned, understand that the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) limits disclosure of a student’s education records without proper consent. Therefore, I:

☐ consent to the disclosure of the following education records relating to the below-designated student for the following purpose.

or

☐ do not consent to the disclosure of the following education records relating to the below-designated student for the following purpose.

Education Records. Records and information regarding student employment by Grinnell College including name, employment status, department(s) of employment, job title(s), job description(s), job duties, hours worked, work schedules, rates of pay, dates of hire, disciplinary actions, and dates of resignation or termination.

Purpose. Fulfillment of Grinnell College’s obligation under the National Labor Relations Act (29 U.S.C. §§ 151-169) to furnish to the Union of Grinnell Student Dining Workers (“UGSDW”) information relevant to the administration or negotiation of a collective bargaining agreement upon the UGSDW’s request.

I further understand that, should I consent to the disclosure of the aforementioned education records: (1) Grinnell College may disclose some of the aforementioned education records on the condition that the UGSDW agrees to not disclose the information to any other party without my written consent unless specifically allowed by law; (2) Grinnell cannot be held liable for the UGSDW’s use of such education records for an impermissible purpose; (3) I have the right not to consent to the release of such education records; (4) a copy of such education records must be provided to me upon my request; and (5) that an executed release remains in effect until revoked by me in a signed writing delivered to Grinnell College.

Date

Last Updated November 30, 2022
Name of Student (Printed)

Signature of Student (If Student Is the Age of 18 or Older)

Signature of Parent or Guardian (If Student Is Under the Age of 18)

Last Updated November 30, 2022