

COLLECTIVE BARGAINING AGREEMENT

between

GRINNELL COLLEGE

and

UNION OF GRINNELL STUDENT DINING WORKERS

DRAFT

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ARTICLE 1—RECOGNITION

1.1 Exclusive Representative. Grinnell College (the “College”) recognizes the Union of Grinnell 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 also include non-degree-seeking high school students who are currently 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, and (2) 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 Section 1.1. A comprehensive list of positions encompassed by the term “Student Worker” is set forth in Appendix A at the execution of this Agreement.

2.3 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 at the execution of this Agreement.~~

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 (a) maintains the absolute right to carry out the educational mission of the institution, and (b) 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 reserves sole judgment regarding issues involving the academic mission of the College and academic freedom. These issues include, but are not limited to: (1) conditions and requirements for admission of students to educational or degree programs; (2) matters that pertain to the amount of any tuition, fees, awards or student benefits (provided that they are not terms and conditions of employment); (3) matters that pertain to the merits, necessity, existence, or organizational structure of any academic unit, department, field, program, or course established, eliminated or modified by the College; (4) decisions relating to student financial aid awards and tuition (provided that they are not terms and conditions of employment); (5) decisions relating to the creation and elimination of Student-Worker positions, subject to the provisions of Section 8.1; (6) decisions relating to the number of Student Workers employed by the College; (7) decisions relating to the number of internships, research fellowships, or Mentored Advanced Programs and the criteria for the granting of appointments; (8) decisions on students' academic standing or progress (including withdrawal for academic reasons); (9) matters that pertain to degree, academic and certificate requirements; (10) matters pertaining to course assignment, content, teaching methods and supervision of courses, curricula and research programs.

Nothing in this Agreement shall be construed to limit or impair the right of the College to exercise its own discretion on all of the following matters, whatever may be the effect upon employment, when in its sole discretion it may determine it advisable to do any or all of the following: (a) adopt work rules, subject to the provisions of Section 8.1, (b) manage the College, (c) discipline or terminate employees, subject to the provisions of Article 4 of this Agreement (d) schedule work and determine schedules, (e) decide how to provide services to Grinnell College students, (f) maintain order and efficiency in its plants and operations, (g) hire, layoff, assign, transfer and promote employees, (h) determine the qualifications of employees and the content of their jobs, subject to the provisions of Section 8.1.

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 Worker 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 harassment on any of the bases covered by state or federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy. Students concerned about violations of the College's nondiscrimination and harassment policy are encouraged to follow Grinnell College's reporting mechanisms. Article 7 shall not apply to this provision.

3.5 Union Communications. The Union and its members shall not engage in communications that violate the College's Student Handbook. The College cannot provide legal advice regarding or protect Union members from potential civil or criminal liability stemming from violation of this provision.

3.6 No Strike, No Lockout. During the term of this Agreement, the Student Workers and the Union agree that they will not engage in any Strike or stoppage of work. Any Student Worker participating in such conduct is subject to discipline and may be discharged from their position for such participation. ~~The College shall not engage in any Lockout against the Union or the Student Workers covered by this Agreement. It will not be a cause for discharge or discipline and it will not be a violation of this Agreement for a Student Worker to refuse to cross a primary labor union picket line at the College's premises that has been established to support a legal strike, provided the picket line is approved by the Union.~~ Nothing in this provision shall be construed to prohibit the Union from engaging in any Non-Strike Demonstration consistent with the policies contained within the Grinnell College Student Handbook. If the Union does engage in any Non-Strike Demonstration, it shall clearly and repeatedly advise all participants that the demonstration is for informational purposes only and cannot prevent or discourage any Student Worker from participating in work.

[During the term of this Agreement, the College shall not engage in any Lockout against the Union or the Student Workers covered by this Agreement.](#)

This provision incorporates the following definitions:

Strike: The term "Strike" shall include all concerted stoppages of work, sickouts, slow-downs, walkouts, interruptions, and formation of or refusal to cross picket lines which have the intent or effect of preventing or discouraging student workers from participating in

work. The term “Strike” shall exclude all activities constituting a Non-Strike Demonstration as set forth below.

Lockout: The term “Lockout” shall include all lockouts against the Union and lockouts against any and all Student Workers.

Non-Strike Demonstration: For purposes of this Agreement, the term “Non-Strike Demonstration” shall include all protests and demonstrations which do not have the intent or effect of preventing or discouraging student workers from participating in work. The term “Non-Strike Demonstration” shall exclude all activities constituting a Strike as set forth above.

3.7 Union Management Committee. Upon the written request of either party, the College and the Union will convene the Union Management Committee (the “UMC”) to meet to discuss workplace conditions, including, but not limited to, health and safety concerns and any other matters that arise in the administration of this Agreement. Both parties agree to address health and safety concerns in an expedited manner and resolve the issues as quickly as feasible. Should the parties agree in advance on particular agenda items for such meetings, the parties shall facilitate the attendance of individuals qualified to speak on those topics.

In addition to convening on an as-needed basis, the UMC shall meet annually during the spring semester to review, and if appropriate revise, the content of the workplace-specific training set forth in Section 3.9.

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

3.9 Workplace Specific Training. All Student Workers shall be given annually at least one (1) hour of paid training specific to their workplace as governed by their respective workplace rules.

3.10 Notice of Material Changes in Rules or Positions. Subject to the limitations provided in this section, the College shall provide the Union with ~~reasonable~~ notice of at least twenty (20) days and an opportunity to bargain over the effects of the following changes: (1) changes to the Student Worker Handbook or Workplace Rules that materially alter the essential functions of any Student Worker position, (2) categorical elimination of a student worker position, and (3) reductions in force.

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Notice and an opportunity to bargain shall only be required when the aforementioned changes occur during an academic semester or within 15 work days prior to the commencement of an academic semester. Notice provided pursuant to this section shall exclude information protected by Title VII, and Title IX.

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 Notice of Discipline. Student Workers retain the right to provide or withhold notice to the Union of any disciplinary action taken against them pursuant to Article 4, subject to the limitations provided in Section 5.2 and Section 5.3.

4.3 Just Cause: Progressive Discipline. Except as set forth in Section 5.4, the College will employ a three-step progressive discipline process:

Step One: The Student Worker receives an oral warning. The oral warning shall be documented, with notice provided to the Student Worker.

Informal, undocumented coaching and correction shall not serve as a Step One discipline. The parties acknowledge that informal training and learning are mutual responsibilities of the College and Union.

Step Two: The Student Worker receives a written warning.

Step Three: The Student Worker must attend a disciplinary meeting with the Office of Student Employment, which may result in termination. The Student Worker may request to have a union representative or workplace steward present at the disciplinary meeting. A Student Worker's failure to attend a disciplinary meeting may result in immediate termination, at the College's discretion.

4.4 Just Cause: Immediate Termination. The College may, without prior notice, place any Student Worker on investigatory leave in order to review or investigate allegations of the following misconduct: (1) Willful falsification of employment application, time card or other College records; (2) Gross negligence that results in material 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.

After a Student Worker is placed on investigatory leave, the College shall perform a factual investigation of the allegations of misconduct. If the College deems the allegations are founded, the Student Worker may be immediately terminated. Student Workers shall receive pay during the investigatory leave. This pay shall be the greater of 1) the amount which the Student Worker would have earned had they not been placed on investigatory leave, based on their scheduled hours, or 2) the amount earned by the Student Worker during the last full pay period prior to the investigatory leave, prorated by the number of days the Student Worker is placed on investigatory leave.

Section 4.3 shall not govern terminations pursuant to this Section.

4.5 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 formal disciplinary meeting. Student Workers have the right to not have a union steward present.

4.6 Academic Positions. For purposes of this Agreement, Academic Positions shall be defined as all (1) Course Assistant, (2) Lab Assistant, (3) Teaching Assistant, (4) Mentor, (5) Research Assistant, (6) Grader, and (7) Tutor positions held by Student Workers. Student Workers in Academic Positions retain the rights enumerated in Sections 4.1, 4.3, and 4.4. However, because of the educational nature of Academic Positions, Student Workers in Academic Positions must also meet the appropriate standards of academic excellence set forth in Section 4.7.

4.7 Academic Excellence. As an essential duty of their positions, Student Workers in Academic Positions must demonstrate an ability to perform, achieve, and excel in the scholastic activities related to their employment. A Student Worker in an Academic Position's failure to meet standards of academic excellence could compromise the educational value other students receive from their courses or the progress faculty make in their research. If a Student Worker in an Academic Position is deemed by their supervisor to have significantly compromised the educational value of a course or progress of a research project, the supervisor shall prepare a statement explaining the concern and identifying the damage that would be caused by retaining the Student Worker. The statement shall be presented in writing to the Student Worker. The Student Worker must then attend a meeting with the supervisor, which may result in termination. The Student Worker may request to have a union representative or workplace steward present at the meeting. A Student Worker's failure to attend the meeting may result in immediate termination.

Examples of proper reasons for a Student Worker's removal from an Academic Position pursuant to Section 4.7 include, but are not limited to, the following: (1) The Student Worker does not

adequately understand the academic content of a course and this shortcoming cannot be rectified in a reasonable period of time (relative to the length of the semester). (2) The Student Worker does not possess adequate communication skills to effectively assist other students. (3) The Student Worker repeatedly misrepresents course procedures (e.g. deadlines or details about assignments) to the detriment of students in the course.

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. Community Partner Host Organizations shall not be bound by this Agreement. As such, discipline and removal of Student Workers by the Community Partner Host Organizations are not governed by Section 4.3 or Section 4.4.

4.11 Student Government Association. As the elected or appointed 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.

The parties jointly acknowledge that, in the event of any conflict between this Agreement and the SGA Constitution, the SGA Constitution shall govern. Furthermore, impeachment and the subsequent removal of any Student Worker in an SGA position pursuant to the SGA Constitution shall not be subject to Section 4.3 and Section 4.4.

ARTICLE 5—UNION SECURITY, DATA PRIVACY, AND DUES

5.1 Employment Information Definition. For purposes of this Agreement, the term Employment Information shall include the names, college email addresses, employment statuses, dates of hire/termination, job titles, college post office boxes, and cell phone numbers of Student Workers.

5.2 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 Employment Information of Student Workers covered by this Agreement. The parties recognize and agree that Student Workers may choose to keep their names and college email addresses confidential pursuant to FERPA and Section 5.4 of this Agreement.

5.3 Notifications. Each week, the College shall provide a report of all Student Worker new hires and terminations in written (paper) format. If the Union meets the data security provisions outlined in Section 5.5 of the Agreement, information will be provided electronically in a College-secured location. This report shall include the Student Workers' names and college email addresses. Each semester, the College shall provide a spreadsheet report listing all Student Workers covered under the Agreement. This report shall include the Employment Information of all Student Workers hired and terminated in the previous week. The parties recognize and agree that Student Workers may choose to keep Employment Information confidential pursuant to FERPA and Section 5.4 of this Agreement.

5.4 FERPA Waiver Request Form. All new Student Workers shall be required to complete a FERPA waiver request form, set forth in Appendix [EB](#), as a part of their employment onboarding affirming or denying the Union access to their educational records. Student Workers retain the right to amend the request form at any time through the submission of a new request form to the College's Office of Student Employment.

5.5 Data Security. Notwithstanding Article 5 and the Sections within, provision of Employment Information in an electronic format shall be contingent on the Union's signature of and compliance with a Data Security Agreement with the College.

5.6 Student-Worker 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 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.

5.7 New Student Orientation. 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.

During the New Student Orientation Employment Paperwork Session, the Union shall be provided with a table either inside the room in which the Employment Paperwork Session is held or directly outside of that room. The Union may use the provided table for recruitment efforts consistent with this Agreement, including, but not limited to, Sections 3.2 and 3.5.

5.8 Consolidated Orientation Sessions. Following each Consolidated Orientation Session, the Union shall be allowed thirty (30) minutes to provide an informational presentation to the Student Workers attending the session. The College shall inform all Student Workers attending each Consolidated Orientation Session of the occurrence of any following informal presentation. Student-worker attendance at the Union’s presentation shall be voluntary and unpaid. The Union’s presentation shall comply with this Agreement, including, but not limited to, Sections 3.2 and 3.5. The Union shall receive 30-days’ notice of all Consolidated Orientation Sessions.

This provision incorporates the following definition:

Consolidated Orientation Session: The term “Consolidated Orientation Session” shall be defined as the first orientation or training session held each academic semester for each workplace that has a formal orientation session, as determined by the College. The College may satisfy its obligation under Section 3.9 during Consolidated Orientation Sessions.

5.9 Unconsolidated Orientation. Following each student-worker’s Unconsolidated Orientation, the College shall provide the student with electronic access to an informational presentation provided by the Union. The Union’s presentation shall comply with this Agreement, including, but not limited to, Sections 3.2 and 3.5.

This provision incorporates the following definition:

Unconsolidated Orientation: The term “Unconsolidated Orientation” shall be defined as each Student Worker’s first orientation or training session each semester for any workplace that does not have a formal orientation session, as determined by the College. The College may satisfy its obligation under Section 3.9 during Unconsolidated Orientations.

~~**5.10 Union Office and Mailbox.** The Union shall be provided with a reasonably furnished office in a location on campus determined by the College. The office will be accessible by Union staff at any time the building is open, and its use shall be limited to official Union business. **and Filing Cabinet.** The Union will be provided with a mailbox in the collegeCollege’s mail room. The College will provide the Union with a portable filing cabinet for Union business.~~

5.11 Bulletin Boards. The College shall furnish, for Union use, one bulletin board in each of the following buildings: Bear Recreation and Athletic Center; Joe Rosenfield Center; Humanities & Social Studies Center, Bucksbaum Arts Center, Burling Library, Noyce Science Center, and Steiner Hall. These bulletin boards shall be placed in prominent locations.

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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; and (e) other notices concerning union affairs which are not political or individually demeaning in nature. The Union shall remove from the bulletin boards, upon the written request of the College, any material which in the College's judgment is libelous, scurrilous, verifiably false, or detrimental to the relationship between the College and its students. The Union agrees it will not engage in general distribution, or posting by student workers, of pamphlets, advertising, or political matters.

5.12 Union Access to Meeting Rooms. The Union will be provided with credentials allowing them to reserve meeting rooms on campus for Union business. These credentials shall be equivalent to those provided to student organizations.

~~The 5.11 Scheduled Meetings.~~ The Union may reserve space to meet on campus in accordance with the College's policies for outside organizations and groups free of charge. ~~parties acknowledge and affirm that Union is an independent entity. Nothing in this Section shall be interpreted to state or imply that the Union is a student organization.~~

5.13

~~5.12~~ **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 Office of Student Employment or designee will accompany the union agent on any such visit.

~~5.13~~ **Dues Check-Off.** Each month the College agrees to deduct uniform dues from the paychecks of those covered employees whose individual written unrevoked authorizations are on file with the College. Dues deducted shall be remitted to the Union monthly. Accompanying each remittance shall be a spreadsheet report of employees from whose wages deductions were made.

ARTICLE 6—WAGES

6.1 Base Pay Levels. A single base pay level shall be assigned to all Student Worker positions on campus, subject to the exception of Section 6.2. ~~Each academic year following the~~ The initial base pay for this contract period, student workers shall be \$13.25. Starting in 2025, Student Workers will receive a 2% scheduled wage increase, ~~as at the beginning of each academic year. The base-pay schedule is set forth below, 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.~~

Last Updated ~~February 28~~ March 6, 2024

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<u>2024-2025 Initial Base Pay</u>	<u>2025-2026 Base Pay</u>	<u>2026-2027 Base Pay</u>	<u>2027-2028 Base Pay</u>
\$13.25	\$13.52	\$13.79	\$14.06

6.2 Community Assistants. Community Assistants shall be compensated through the hourly wages outlined in Section 6.1 effective for the 2024-2025 academic year. Students with high financial need may already be provided a grant for room cost as part of their financial aid package.

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 or Student Workers adversely affected by an alleged violation of a provision of this Agreement.

7.3 Business Days Definition. For the purposes of this Article, “Business Days” shall be defined to include Monday through Friday, except any day declared to be a holiday by federal statute or executive order.

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

Step One: The grievant shall raise the concern in writing to their supervisor no later than ten (10) business days after the grievant has actual or constructive notice of the action that allegedly violated the contract. The grievant and the grievant’s supervisor, or the supervisor’s designee, must attend a Step One Grievance Meeting no later than ten (10) business days after the grievance is raised to the supervisor. Following the Step One Grievance Meeting, but no later than ten (10) business days after the grievance is raised to

the supervisor, the supervisor or the supervisor's designee shall present the grievant with a Step One Written Response.

Step Two: If the matter is not resolved at Step One, the grievant may elevate the grievance to Step Two by presenting the grievance in writing to the Student Employment Office (the "SEO"). The grievant may elevate the grievance to Step Two no later than ten (10) business days after receipt of the Step One Written Response. The grievant and a designee from the SEO must attend a Step Two Grievance Meeting no later than ten (10) business days after the grievance is elevated to Step Two. Following the Step Two Grievance Meeting, but no later than ten (10) business days after the grievance is elevated to Step Two, the SEO shall present the grievant with a Step Two Written Response.

Step Three: If the matter is not resolved at Step Two, the grievant may elevate the grievance to Step Three by presenting the grievance in writing to the Vice President of Human Resources. The grievant may elevate the grievance to Step Three no later than ten (10) business days after receipt of the Step Two Written Response. The grievant and the Vice President of Human Resources must attend a Step Three Grievance Meeting no later than ten (10) business days after the grievance is elevated to Step Three. Following the Step Two Grievance Meeting, but no later than ten (10) business days after the grievance is elevated to Step Three, the Vice President of Human Resources shall present the grievant with a Step Three Written Response.

Step Four: If the grievance is not resolved at Step Three, the grievant may elevate the grievance to Step Four by presenting a Notice of Arbitration in writing to the Vice President of Human Resources. The grievant may elevate the grievance to Step Four no later than ten (10) business days after receipt of a Step Three Written Notice. Should a grievant elevate a grievance to Step Four, the grievance shall be submitted to binding arbitration as set forth in Sections 7.6, 7.7, and 7.8.

If the grievance involves a termination, the grievance process may begin at Step Two. In such a case, the matter must be presented in writing to the SEO no later than ten (10) business days after the grievant has actual or constructive notice of the termination. 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 twenty (20) business days before the grievant initiates Step One of the process. A grievant's failure to raise a grievance or to elevate the grievance pursuant to the deadlines established in Section 7.4 shall constitute waiver of the grievance. A grievant's failure to attend a scheduled grievance meeting may result in waiver of the grievance and termination of the

grievance process, at the College's discretion. Should the College fail to meet any deadline established in Section 7.4 or attend a scheduled grievance meeting at any step pursuant to that Section, the grievant may immediately elevate the grievance to the subsequent step.

7.6 Arbitration. After presenting the Vice President of Human Resources a written Notice of Arbitration, but no later than (10) business days after receipt of a Step Three Written Notice pursuant to Section 7.4, the grievant may request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. Within ten (10) business days following the grievant's receipt of the list of arbitrators, the grievant shall present the Vice President of Human Resources with the list of arbitrators. Within ten (10) business days following the Vice President of Human Resources' 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. Any award decided by the arbitrator shall be subject to the limitations on backpay established in Sections 7.4 and 7.11.

7.8 Arbitrator Costs. The College shall pay the arbitrator's expenses for one (1) arbitration each academic year this contract is active. The expenses for any additional arbitrations shall be evenly divided between the College and the Union. 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 twenty (20) business 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 Student Workers, and on the College.

7.9 Grievance: Service Leadership Work Study. Student Workers employed in Service Leadership Work Study ("SLWS") positions shall retain the rights provided by Section 7.4, subject to the following limitations. Actions and omissions caused by SLWS Community Partner Host Organizations shall not be subject to the grievance procedure set forth in Sections 7.1 through 7.8. Neither shall any agent or employee of an SLWS Community Partner Host Organizations be compelled to participate in any grievance pursuant to Article 9 of this Agreement, including but not limited to participation as a fact witness.

7.10 Grievance: Student Government Association. Student Workers employed in Student Government Association (SGA) positions shall retain the rights provided by Section 7.4, subject to the following limitations. Actions and omissions taken pursuant to the SGA Constitution, including but not limited to impeachment and the resulting removal of a Student

Worker from an SGA position, shall not be subject to the grievance procedure set forth in Sections 7.1 through 7.8.

7.1 Grievance: Removal from Academic Positions. Student Workers removed from an Academic Position pursuant to Section 4.7 may grieve their removal pursuant to Section 7.4. However, in the interest of academic continuity, reinstatement to an Academic Position shall be a permissible remedy only during Step One of the Grievance Procedure. Should such a grievance progress beyond Step One, the grievant may only pursue backpay as a remedy. Notwithstanding this provision, a prevailing grievant may elect appointment to a vacant position for which the grievant is qualified.

ARTICLE 8—HEALTH, SAFETY, BREAKS, AND LEAVE

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

For purposes of this Section, “work rules” includes rules regarding attendance, performance, and operational procedures and policies.

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

8.3 Accessibility. The College will provide reasonable accommodations, as determined by the College’s Office of Accessibility and Disability Resources, to any Student Worker 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 Office of Accessibility and Disability Resources.

8.4 Safety Committee. The College shall allow the Union one representative on the College’s Safety Committee.

~~**8.5 Leaves of Absence.**~~ **8.5 Excessive Absenteeism and Leaves of Absence.** Student Workers absent from a position for more than two (2) consecutively-scheduled shifts, not in the same day, due to illness or who are suspected of abuse of unpaid leave may be required to submit a proof of illness certificate, issued by a medical provider to the Student Employment Office, identifying when the Student Worker was seen and treated. Failure to submit such proof upon request may result in disciplinary action pursuant to Section 4.3.

Student Workers may take unpaid leaves of absence consistent with the Student Handbook’s academic policies for Personal Leave and Emergency/Medical Leave. In order to receive an unpaid

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leave of absence, the Student Worker must present documentation of an academic leave of absence to either their supervisor or the Student Employment Office. Student Workers shall not be disciplined for shifts missed during an unpaid leave of absence.

The College reserves the right to establish work rules regarding attendance pursuant to Section 8.1 and consistent with this Section.

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[8.6 Overtime. The College shall provide overtime pay to Student Workers in accordance with the Fair Labor Standards Act.](#)

ARTICLE 9—TERM

9.1 Term. This Agreement shall commence xxxx, 2024 and shall continue in full force and effect until midnight xxxx, 2028 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 xxxx, 2028. In any event, this Agreement shall not be extended beyond xxxx, 2028 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 Sections 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

Appendix B

The following locations are comprehensive of the term “Workplaces” as defined in Section 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~~
- iv. ~~Careers, Life, and Service Business & Finance Career Community~~
- 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 Service 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~~

- 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
- xxii. Development & Alumni Relations Reunion Leader
- xxiii. Development & Alumni Relations Reunion Registration Coordinator
- xxiv. Development & Alumni Relations Reunion Support Assistant

- 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. Grinnell College Museum of Art

- 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

- 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 Pepop Intern
 - vi. Intercultural Affairs Pepop Mentor
 - vii. Intercultural Affairs Pepop Support Assistant
 - viii. Intercultural Affairs Sre Coordinator
 - ix. International Student Affairs Intern
 - x. International Student Affairs Ipop Mentor
 - xi. International Student Affairs Support Assistant
 - xii. Student Affairs Access Coordinator
 - xiii. Student Affairs Access Event Staff
 - xiv. Student Affairs Access Outreach Coordinator
 - xv. Student Affairs Access 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 Ire Event Staff
 - xxiii. Student Affairs Leader
 - xxiv. Student Affairs New Student Orientation Ambassador

- ~~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~~

- 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 Hsse 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

- 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

- 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

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 Sle Science Community Leader
- v.—Science Dept Sle 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. ~~Ctla 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

- 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~~

- 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. ~~Spare B&S Content Creator~~

- iii. Spare B&S Editor Leader
- iv. SPARC Chair Student Supervisor
- v. Spare Concrete Perspectives Copy Editor Content Creator
- vi. Spare Concrete Perspectives Finance Liaison Support Assistant
- vii. Spare Concrete Perspectives Graphic Designer Content Creator
- viii. Spare Concrete Perspectives Media Head Leader
- ix. Spare Content Creator
- x. Spare Cyclone Yearbook Content Creator
- xi. Spare Disorientation Guide Content Creator
- xii. Spare Disorientation Guide Media Head Leader
- xiii. Spare Gogue Data Analyst/Social Media Manager Content Creator
- xiv. Spare Gogue Graphic Design Content Creator
- xv. Spare Gogue Interviewer/Writer Content Creator
- xvi. Spare Gogue Leader
- xvii. Spare Gogue Photographer Content Creator
- xviii. Spare Grinnell Editor Content Creator
- xix. Spare Grinnell Press Content Creator
- xx. Spare Grinnell Press Leader
- xxi. Spare Grinnell Press Media Head Leader
- xxii. Spare Grinnell Review Art Editor Support Assistant
- xxiii. Spare Grinnell Review Editor Leader
- xxiv. Spare Grinnell Review Layout Designer Content Creator
- xxv. Spare Grinnell Review Media Head Leader
- xxvi. Spare Grinnell Review Social Media Content Creator
- xxvii. Spare Grinnell Review Writing Editor Support Assistant
- xxviii. Spare Gum Content Editor Leader
- xxix. Spare Gum Graphics Editor Leader
- xxx. SPARC GUM Layout Editor Leader
- xxxi. SPARC GUM Leader
- xxxii. Spare Kdie Archivist Support Assistant
- xxxiii. Spare Kdie Audio Technician Leader
- xxxiv. Spare Kdie Creative Dir/Graphic Design Content Creator
- xxxv. Spare Kdie Events Coordinator Event Staff
- xxxvi. Spare Kdie Leader
- xxxvii. Spare Kdie Manager Leader
- xxxviii. Spare Kdie Social Media and Publicity Leader
- xxxix. Spare Kdie Support Assistant
- xl. Spare Podcast Editor S&b Technical Assistant
- xli. Spare Prairie Burn Content Creator
- xlii. Spare Prairie Burn Content Editor

- xliii. Spare Prairie Burn Graphic Designer Content Creator
- xliv. Spare Prairie Burn Leader
- xlv. Spare S&b Copy Editor Content Creator
- xlvi. Spare S&b Graphics Designer Content Creator
- xlvii. Spare S&b Media Head Leader
- xlviii. Spare S&b Section Editor Support Assistant
- xliv. Spare S&b Social Media Coordinator Content Creator
 - i. Spare S&b Staff Photographer Content Creator
 - ii. Spare S&b Visual Editor
 - iii. Spare Sequence Content Creator
 - iii. Spare Sequence Media Head Content Creator
 - liv. SPARC Social Media & Engagement Coord Content Creator
 - iv. SPARC Technical Coord Technical Assistant
 - ivi. SPARC Treasurer Student Supervisor
 - lvii. SPARC Vice Chair Leader
 - lviii. Spare Video Editor S&b Technical Assistant
 - lix. Spare Yearbook Leader
 - ix. Spare S&b Staff Writer Content Creator

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.

Employment-Related Education Records. Records and information regarding student employment by Grinnell College including name, employment status, job title(s), college post office number, cell phone number, college email address, dates of hire, 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 Employment-Related Education Records: (1) Grinnell College may disclose some of the aforementioned Employment-Related 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 College cannot be held liable for the UGSDW’s use of such Employment-Related Education Records for an impermissible purpose; (3) I have the right not to consent to the release of such Employment-Related Education Records; (4) a copy of such Employment-Related 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.

- I consent to the disclosure of the aforementioned Employment-Related Education Records relating to the below-designated student for the following purpose.
or
I do not consent to the disclosure of the aforementioned Employment-Related Education Records relating to the below-designated student for the aforementioned Purpose.

Name of Student (Printed)

Student Signature (if student is 18 years of age or older)

Name of Parent/Guardian (if student is under 18 years of age)

Parent/Guardian Signature (if student is under 18 years if age)

Date