

**AGREEMENT**

*between*

**BELOIT COLLEGE**

**BELOIT, WI**

*and*

**BELOIT STUDENT WORKERS UNITED**

**BELOIT, WI**

September 8, 2025 - August 20, 2027

## Table of Contents

ARTICLE 1: RECOGNITION.....	2
ARTICLE 2: LABOR-MANAGEMENT COMMITTEE.....	2
ARTICLE 3: SUPERVISOR TRAINING.....	3
ARTICLE 4: STUDENT WORKER TRAINING.....	3
ARTICLE 5: ANTI-DISCRIMINATION & HARASSMENT.....	4
ARTICLE 6: JUST CAUSE.....	6
ARTICLE 7: PAY CYCLE.....	8
ARTICLE 8: NO STRIKE, NO LOCKOUT.....	9
ARTICLE 9: DISPUTE PROCESS.....	11
ARTICLE 10: HEALTH, SAFETY, BREAKS, AND LEAVE.....	13
ARTICLE 11: JOB POSTINGS.....	16
ARTICLE 12: ORIENTATION.....	17
ARTICLE 13: WAGES AND COMPENSATION.....	18
ARTICLE 14: HOLIDAY PAY.....	20
ARTICLE 15: HOURS WORKED.....	21
ARTICLE 16: SCHEDULING.....	21
ARTICLE 17: HEALTHCARE.....	23
ARTICLE 18: INTERNATIONAL AND NON-CITIZEN STUDENT WORKERS.....	23
ARTICLE 19: RESIDENT ASSISTANTS.....	23
ARTICLE 20: UNION SECURITY, DATA, AND DUES.....	24
ARTICLE 21: LAYOFF.....	25
ARTICLE 22: SEVERABILITY.....	26
ARTICLE 23: TERM.....	27

## **ARTICLE 1**

### **RECOGNITION**

#### **A. Exclusive Representative**

Beloit College (the "College") recognizes Beloit Student Workers United (the "Union") as the exclusive representative of all Student Workers of the College. For purposes of this Agreement, "Student Worker" is defined as any degree-seeking individuals who is, during the life of the Agreement, (1) actively enrolled as undergraduate students, full-time or part-time, at Beloit College as determined by the registrar and either (2) has been employed by Beloit College as non-exempt, hourly employees in the current fiscal year or (3) employed by Beloit College as a Resident Assistant (RA) or Orientation Leader (OL) in the current fiscal year. The term "Student Worker" does not include any student who was formerly, but is no longer, enrolled as an undergraduate student at Beloit College.

## **ARTICLE 2**

### **LABOR-MANAGEMENT COMMITTEE**

#### **A. Purpose**

The purpose of the Labor-Management Committee ("LMC") is to discuss and resolve problems and processes of mutual concern. The LMC will be composed of up to eight members: four representing the Union and four representing the College. The LMC will not have the authority to discuss or resolve grievances or to engage in collective bargaining.

#### **B. Meetings**

The LMC will meet at least once a month. Based on a mutual agreement of need, the LMC may meet more regularly.

Should the parties agree in advance on particular agenda items for such meetings, the parties will facilitate the attendance of individuals qualified to speak on those topics. If either side will be bringing additional individuals to a meeting, they will notify the Labor-Management Committee at least five

days in advance. A note-taker will be appointed each meeting. Summary notes will be distributed to each representative within five days of the meeting.

### **C. Compensation**

Student Workers serving on the LMC will be compensated for attending these meetings at their base-wage level.

## **ARTICLE 3 SUPERVISOR TRAINING**

### **A. Training Requirements**

All supervisors are required to undergo interactive training on effective supervisory tactics as well as anti-discrimination & harassment, with specific attention placed on proactive as opposed to reactive anti-discrimination & harassment training. No individual may hold any supervisory role if they have not completed the above training within three months of the ratification of this Agreement.

### **B. Determining Training Modality**

Training for supervisors will be determined by Human Resources in consultation with the LMC, based on a review of the effectiveness of previous training and input from Student Workers.

### **C. Knowledge of Employee and Union Rights**

It is the expectation that supervisors are informed of all employee and union rights, both with regard to applicable state and federal law, as well as relevant provisions within this Agreement. Not being aware of certain laws or provisions within this Agreement is not a valid justification for not following them.

## **ARTICLE 4 STUDENT WORKER TRAINING**

### **A. General Training**

All Student Workers will be given notice of the Student Worker Resource webpage (<https://www.beloit.edu/offices/human-resources/student-resources/>), which will include instructions on time entry.

## **B. Workplace Specific Training**

All Student Workers will be given annually paid training specific to their workplace, as governed by their respective workplace rules.

### **1. Public Facing Training**

Student Workers who interact with the public as a part of their position will be provided additional instruction (during initial working hours) on how to interact with the public, including, but not limited to, methods of de-escalation, proper reporting procedures, and the transfer or referral process.

## **C. Safety Training**

The College will provide student workers with orientation and/or training to perform their jobs safely. In addition, if necessary, training will be provided to Student Workers on the safe operation of equipment prior to use. No student will be expected to train another employee on tasks unfamiliar to the Student Worker.

## **ARTICLE 5**

### **ANTI-DISCRIMINATION & HARASSMENT**

#### **A. Non-Discrimination**

The College and the Union will comply with all college policies, including those regarding discrimination or harassment.

Neither the College nor the Union shall discriminate or harass any Student Worker based on Union membership or activity.

#### **B. Retaliation**

The College prohibits adverse action, which may include intimidation, threats, coercion, or discrimination against any individual because the individual has (or is perceived to have) made a report or complaint, or participated in an investigation, proceeding, or hearing. Retaliation may include conduct that would discourage a reasonable person from reporting prohibited conduct.

### **C. Micro-Aggressions**

Micro-aggressions are everyday exchanges—including words and actions—that denigrate and exclude individuals based on their membership in a group or class of individuals. The Union and the College will work to educate the campus population about microaggressions and to minimize the harm they may cause.

### **D. Workplace Behavior**

The Employer and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. The parties agree that inappropriate behavior in the workplace does not further the College's business needs, employee well-being, or productivity. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect. If a Student Worker believes they have been subjected to inappropriate workplace behavior, they are encouraged to report this behavior to their supervisor, Department Head, and/or the Human Resources Office.

### **E. Resolution Procedures**

1. Student Workers who feel they have been the subject of discrimination or harassment, including sexual harassment, are encouraged to address these issues and seek resolution in accordance with the College's Policy Against Sexual Harassment and Associated Grievance Procedures and Anti-Hate Acts and Bias Incident Policy (together, the "Policies").
2. The College will comply with and offer the supportive measures required by the Policies. Wherever possible, these supportive measures should ensure Student Workers' ability to continue working. If the College directs a Student Worker to remain out of the workplace during an investigation, the College will promptly place the Student Worker on paid administrative leave.
3. The College will respond promptly to reports of behavior prohibited by this Article in accordance with its Policies. Where there is a determination that discrimination or harassment has occurred, the College will take prompt and effective measures to remediate the discrimination or harassment in accordance with its Policies.

## **F. Public Interactions**

All departments regularly interacting with the public will provide training to their Student Workers for any instances of harassment and/or discrimination by members of the public.

## **G. Policy Information**

The College will provide Student Workers with information about the Policies during new employee orientation/training and through periodic employee training(s).

# **ARTICLE 6 JUST CAUSE**

## **A. Just Cause**

The College may only discipline or discharge a Student Worker for just cause, except as provided in Article 21.

## **B. Union Notification of Discipline**

Upon the express written consent of the affected Student Worker, the College will notify the Union of issuing any disciplinary action, verbal warning, or greater.

## **C. Just Cause: Progressive Discipline**

The College will employ the following discipline process for performance-related discipline;

Step One: The Student Worker receives an oral warning. If the performance issue is significant enough, the supervisor may move directly to Step Two.

Step Two: If the issue continues or is significant enough, the second step is a written warning. This formal notice outlines the specific behavior or performance issue, references previous discussions, and sets clear expectations for improvement, including measurable goals and a timeline for progress.

Step Three: If corrective action has not been achieved by the defined period, the corrective action prescribed in the written warning, which may include termination, will be taken. Termination requires just cause.

#### **D. Just Cause: Tardiness and Absences**

The College will employ a point system for attendance-related discipline. Student Workers may be given one point for every shift missed, so long as the shifts are not on the same day; provided, however, for jobs where failure to attend a shift has a material impact on operations, and it is noted as such in the job description, then two points may be given for missing a shift. The College will provide an explanation to the Union of any job that it deems "material" to operations and will meet with the Union to discuss such explanation.

If a Student Worker is more than 5 minutes late, they are deemed "Tardy". Two instances of being Tardy may constitute one point; provided, however, for jobs where failure to attend a shift has a material impact on operations, and it is noted as such in the job description, then one point may be given for being Tardy.

No point will be given for shifts missed due to protected leave, nor will a point be given for missed shifts agreed to by the supervisor.

The College may terminate a Student Worker once they have achieved three points within a given academic year.

#### **E. 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 record; (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 Policies; and (6) refusal to perform assigned duties outside of safety concerns. After a Student Worker is placed on investigatory leave, the College will perform a factual investigation of the allegation of misconduct. If the College deems the allegations to be founded, the Student Worker may be immediately terminated. Student Workers will receive pay during the investigatory leave. This pay will 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.

#### **F. Union Presence**

Student Workers may request the presence of a Union representative during any formal meeting or 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 representative present.

#### **G. Administrative Record**

At the end of each academic year, disciplinary actions and records will be reset for all student workers, unless they involve just cause for immediate termination as set out in Section 5.e. No hiring decisions may be made on reset disciplinary actions or records, unless Human Resources deems a student worker unfit for a specific position(s) based on a previous termination. Any Student Worker and/or the Union, on behalf of any Student Worker who was deemed unhirable, may request a written explanation from Human Resources as to why they were deemed unhirable for a specific position(s) and maintains the right to file a grievance if they believe the reasoning to be unreasonable or based on factually incorrect information.

### **ARTICLE 7 PAY CYCLE**

#### **A. Pay Period**

The pay period for Student Workers will be bi-monthly, with Student Workers receiving their paycheck on the 15th and last day of each month. In the case that a pay period lands on a non-business day, Student Worker paychecks will go out on the closest business day not occurring after the original pay date.

#### **B. Transition Pay**

An additional pay period will be created or an additional payment will be made at the discretion of HR when needed to assist Student Workers do not wait over two weeks to receive their paycheck.

### **C. Administrative Error Response**

If a Student Worker does not receive a paycheck on the days laid out above, they have a right to request information from HR, inquiring as to why. HR will respond to all student requests regarding this matter within two business days by either issuing said Student Worker a paycheck for their time worked, or explaining that the issue is not on the administrative side, but rather one on the Student Worker's side. If the issue is determined to be based on the Student Worker, the response will include information explaining how to remedy the situation as well as how to avoid the situation in future cases.

### **D. Reduction in Administrative Error**

The College will use commercially reasonable efforts to reduce administrative errors regarding issuing paychecks with semesterly check-ins.

## **ARTICLE 8**

### **NO STRIKE, NO LOCKOUT**

#### **A. Strikes Generally**

The Union will not engage in an Authorized Strike or permit or condone any Unauthorized Strike while this Agreement is in effect. Strike is defined as any strike, work stoppage, slowdown, sympathy strike, or other material interference by Student Workers with the College's operations primarily about student work. A Strike does not restrict Student Workers from (1) exercising their rights to free speech (unless primarily about work), (2) hosting any forums, meetings, social or other events (e.g., BBQ, picnic) that are held on campus for the purpose of building organizational unity, explaining union activities or organization efforts, or discussing student worker experiences, or (3) not working due to health or safety concerns, so long as those concerns were communicated in accordance with the Agreement and without adequate resolution. 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.

## **B. Authorized Strikes**

An Authorized Strike is where the Union either authorizes the Strike or is aware of the Strike and fails to use its best efforts to prevent it and give prompt notice to the College of when it becomes aware of the potential for a Strike.

## **C. Unauthorized Strikes**

An Unauthorized Strike is a Strike that the Union is not aware of or occurs despite the Union's attempt to use best efforts to prevent it.

## **D. Lockout**

The College agrees not to lockout student workers, nor refuse to allow Student Workers to perform available student work while this Agreement is in effect.

## **E. Non-Disparagement**

Neither party will at any time make, publish, or communicate to any person or entity or in any public forum any defamatory or disparaging remarks or statements, verbally or in writing, concerning the other or any of its members (in the case of the Union) or employees (in the case of the College) related to student work, unionization, or matters related thereto.

## **F. Penalties for Union**

If a Student Worker violates this Article 8 (a "Union Breach Event"), upon notice, the Union will provide assurances in writing within five business days that it has communicated to all Union members that (1) its leadership has not authorized the action constituting the Union Breach Event, (2) the action violates this Agreement, and (3) it will use best efforts to prevent the Union Breach Event from occurring again ("Union Written Assurances"). If the Union provides the Union Written Assurances, the Union has satisfied the requirements of this provision. In the case that the two parties cannot come to an agreement on whether an action is deemed a Union Breach Event, the parties will follow the dispute process laid out in Article 9, beginning at Step 4, for a mediator to make a determination of whether there is a Union Breach Event.

## **G. Penalties for Lockout**

If the College violates this Article 8 (a "College Breach Event"), upon notice, the College will (1) remedy the breach as promptly as possible, and (2) provide assurances in writing within five business days that it has communicated to all supervisors that (i) the action constitutes a College Breach Event, (ii) the action violates this Agreement, and (iii) the College will use best efforts to prevent the College Breach Event from occurring again ("College Written Assurances"). If the College remedies the College Breach Event and provides the College Written Assurances, the College has satisfied the requirements of this provision. In the case that the two parties cannot come to an agreement on whether an action is deemed a College Breach Event, the parties will follow the dispute process laid out in Article 9, beginning at Step 4, for a mediator to make a determination of whether there is a College Breach Event.

## **ARTICLE 9 DISPUTE PROCESS**

### **A. Dispute Definition**

A dispute within the meaning of this Agreement will be any disagreement, controversy, or dispute arising between the parties relating to the interpretation or application of a material provision of this Agreement.

### **B. Disputant Definition**

For the purposes of this Agreement, a "Disputant" is defined as an individual filing a dispute pursuant to this Article. The term "Disputant" is limited to (1) Student Workers adversely affected by an alleged material violation of a provision of this Agreement and (2) Union representatives asserting a dispute on behalf of a Student Worker or Student Workers materially adversely affected by an alleged violation of a provision of this Agreement.

### **C. Business Days Definition**

For the purposes of this article, "Business Days" is defined to include Monday through Friday, except any day declared to be a holiday by federal statute or executive order.

#### **D. Resolution at Lowest Level**

The dispute procedure outlined herein is designed to facilitate resolution of disputes at the lowest possible level of the procedure. It is therefore urged that parties attempt informal resolution of all disputes and to avoid the formal procedures.

#### **E. The Dispute Procedure**

The following steps will be followed to proceed with a dispute:

Step 1. The Student Worker will submit the dispute to their direct supervisor within ten business days of knowledge of the event from which the dispute arises, who will respond in writing to the dispute within ten working days of receiving the grievance. In the event the dispute is not satisfactorily settled, the dispute will move to Step 2 within ten working days of the supervisor's written response.

Step 2. The Student Worker and Union representative will discuss the dispute with the Department or Division head, who will respond to the dispute in writing within eight working days of such meeting. In the event the dispute is not satisfactorily settled, the dispute will move to Step 3 within ten working days of the written response.

Step 3. Two times per semester, Student Workers who have unresolved disputes, Union representatives, and the Director of Human Resources will meet to discuss all outstanding disputes; each dispute will be covered individually. The Dean of Students may attend at their discretion. The College representatives in attendance will respond in writing. The Union maintains the right to introduce disputes related to termination at this step that would have otherwise been deemed waived due to late submission. In the event the dispute is not satisfactorily settled within ten working days after such meeting, the dispute may be taken to mediation by the Union upon proper written notice to the College. If demand for mediation is not made within the 10-day period following the meeting, the dispute will be deemed waived.

Step 4. If the dispute is not resolved at Step Three, the Disputant may elevate the dispute to Step Four by presenting a Notice of Mediation in writing to the Director of Human Resources. The Disputant may elevate the dispute to Step Four no later than ten business days after receipt of a Step

Three Written Notice. Should a Disputant elevate a dispute to Step Four, the dispute will be submitted to mediation.

If the dispute involves a termination, the dispute process may begin at Step Two. In such a case, the matter must be presented in writing to the Department Head no later than ten business days after the disputant has actual or constructive notice of the termination.

If the College fails to meet any of the foregoing time limits, the Union can move the dispute to the next step. Any time limits may be extended by mutual agreement, set forth in writing, and signed by the parties.

#### **F. Mediation**

After presenting the Director of Human Resources with a written notice of Mediation, but no later than ten business days after receipt of a Step Three Written Notice, both parties will submit a request for mediation from the Federal Mediation and Conciliation Service. In the case that the Federal Mediation and Conciliation Service is unwilling or unable to provide a mediator, both parties will meet in good faith to select an alternative mediator, such as state-level mediators or private mediators. If the parties are unable to agree on a mediator, each party will select a mediator who will then meet and select the mediator.

#### **G. Mediation: Purpose and Authority**

No mediator has any binding power on either party and will work to encourage good faith negotiations to settle any disputes. Both parties will make good faith efforts to engage in the mediation process.

### **ARTICLE 10**

#### **HEALTH, SAFETY, BREAKS, AND LEAVE**

##### **A. Work Rules**

The College will establish a web page containing work rules applicable to all Student Workers. The College will work to establish workplace rules applicable to specific workplaces. For purposes of this

section, "work rules" include rules regarding attendance, performance, and operational procedures and policies.

1. The College will inform the Union of any change to the Student Worker Handbook or Workplace Rules that materially alter the essential functions of any Student Worker position at least thirty (30) days before the planned implementation, so as to give time for the Union and the College to bargain over the proposed changes.

### **B. Rest Periods**

Hourly student employees working at least 4 hours a shift may take a paid rest period or break. A "break" is a rest period of up to 15 minutes during a 3.5 to 4-hour work shift. No more than two 15-minute breaks are allowed in a 7 to 8-hour workday. Break procedures may vary by department, and in all cases will be scheduled to ensure that offices will remain open. Unused breaks cannot be banked or used to shorten the regular work hours. Breaks are to be taken during the work shift and cannot be used to adjust the beginning or end of a shift. Student Workers may not leave College property during paid rest periods.

### **C. Accessibility**

The College will provide reasonable accommodations, as determined by the LEADS Office, to any Student Worker with a temporary or long-term disability that prevents them from performing the essential functions of their normal assigned duties, unless doing so would create an "undue hardship" within the meaning of the Americans with Disabilities Act. Any Student Worker seeking reasonable accommodation must provide notice to the LEADS Office.

### **D.Safety**

Student Workers may raise concerns with their supervisor regarding job safety. If the concerns are not sufficiently resolved by the supervisor, the College will, upon request by the Student Worker, conduct a safety assessment of the Student Worker's concern as soon as practicable.

### **E. Compliance**

The College will ensure that the College's premises are in conformity with federal, state, and local health and safety laws and regulations.

## **F. Sick Days**

To maintain a safe environment for both Student Workers and the broader college community, Student Workers will be permitted to take unpaid sick days whenever they are sick. Student Workers must notify their supervisor before their shift if they wish to take a sick day. If they fail to do so, they receive a point per Article 6.d. If a Student Worker reports to their supervisor that they are sick, the Student Worker will not have the responsibility to find a substitute for their shift, and they will not be required to work while sick.

## **G. Bereavement Days**

Student Workers will be granted five days of unpaid bereavement leave for any family member or close individual. The bereavement leave will be extended up to ten days to account for travel when necessary. The College will not request proof of death.

## **H. General Leave**

Student Workers may take unpaid leaves of absence up to twelve weeks for a serious health condition, to care for a loved one with a serious health condition, the birth of a child, along with care for the newborn, and any other exigent circumstance approved by the Department of Human Resources. All Student Workers who have been granted a leave of absence through the Dean of Students' office will have that absence transferred to their employment. Student Workers will not be disciplined for shifts missed during an unpaid leave of absence.

## **I. Excessive Absenteeism**

Student Workers absent from a position for more than two consecutive days due to illness, or who are suspected of abuse of unpaid leave, will be required to submit a proof of illness certificate or proof of death, issued by a medical provider, including the Beloit College Wellness Center, to the Director of HR, identifying when the Student Worker was seen and treated. Failure to submit such proof upon request may result in disciplinary action pursuant to Article 6.d.

## **J. Leave of Absence**

The College will provide leaves of absence information (that the benefit exists and how to exercise it) on the Student Employment website.

## **K. Overtime**

The College will provide overtime pay to Student Workers in accordance with the Fair Labor Standards Act.

## **ARTICLE 11**

### **JOB POSTINGS**

**A.** The College will post information on the Student Employment website regarding open hire positions.

**B.** Open hire positions will be posted for at least one week, with no hiring considerations being made until the end of the posting period. The College will inform job applicants of the outcome of their application within two weeks of the closing date of the search.

For positions where searches do not have a closing date, language should be added to the Job Posting informing applicants that they will not receive notification of the outcome.

Teaching assistant and tutor positions will be exempted from the posting requirement.

**C.** All open hire position postings will contain the following information:

1. Job title
2. Summary of the general nature of required duties
3. Minimum and any preferred qualifications
4. Start Date
5. End Date
6. Whether there is a possibility of appointment extension or renewal (if known), and general criteria for renewal
7. Department
8. Supervisor Name
9. Salary/wages
10. Applicable benefits
11. A statement that the position is covered by this Agreement

12. Web address/hyperlink to the current Agreement
13. Web address/hyperlink to the Union's website
14. Work or reporting location, including, if applicable, expectations relating to in-person or remote requirements
15. Deadlines for application
16. Application instructions, including the name and location of the office where inquiries and applications may be submitted, and
17. An employment non-discrimination statement

D. The determination of job requirements and qualifications will be made by the College. Once the College has determined the hiring criteria, hiring qualifications will not be modified to be more restrictive, nor job requirements to be more extensive, during the posting period.

E. The College will post all pay rates on a designated College website.

F. The College will provide Students with job descriptions, which will include:

1. Minimum qualifications
2. A description of the general duties of the position
3. Expected hours per week, which may be a limited range
4. Minimum rate for wages
5. Length of job

## **ARTICLE 12 ORIENTATION**

### **A. New Student Orientation**

The College will allow up to two (2) Union representatives to return to campus at the beginning of New Student Orientation. Union members returning early will be provided free room and board by the College. The Union will be provided with a thirty (30) minute slot in the New Student Orientation schedule to allow for an introduction of all new students to the Union and its role on campus. During any New Student Employment Paperwork Sessions or job fairs, the Union will be provided with a table

either immediately next to the HR table or within the same room. The Union may use the provided table for recruitment efforts.

### **B. Consolidated Orientation Sessions**

Following each Consolidated Orientation Session, the Union will be allowed thirty (30) minutes to provide an informational presentation to the Student Workers attending the session. The College will 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 will be voluntary and unpaid. The Union will receive thirty (30) days' notice of all Consolidated Orientation Sessions. The term "Consolidated Orientation Session" will 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.

### **C. Unconsolidated Orientation**

Following each Student Worker's Unconsolidated Orientation, the College will provide the student with electronic access to an informational presentation provided by the Union.

The term "Unconsolidated Orientation" will 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.

## **ARTICLE 13 WAGES AND COMPENSATION**

### **A. Hourly Pay**

The base wage for all Student Workers will be \$9.50 from the ratification of this Agreement until June 30th, 2026 ("Year 1"). The base wage for all Student Workers will be \$10.00 from July 1st, 2026, until August 20th, 2027 ("Year 2"). The College will use best efforts to put the new pay rates for Year 1 in effect for the September 16-30 pay period (which is paid on October 15), and no later than by the October 1-15 pay period (which is paid on October 31).

## **1. Tier System**

Hourly pay for Student Workers in Year 1 will be based on a three-tier system, with each tier paying an additional \$0.25 above the tier below it; for Year 2 will be based on a four-tier system with a \$0.50 increase for each tier.

- a. The parties will negotiate in good faith to determine the tier systems for Year 1 and Year 2 on an expedited timeline.

## **2. Comprehensive Attendance Fee**

In the case that the comprehensive attendance fee is raised above 2% year-over-year, all pay levels will be increased by the percentage by which said fee increase is raised above 2%.

## **B. RA Compensation**

RAs will be compensated through a stipend covering the full cost of room and \$350 of the board cost each semester for the academic year of 2025-2026. RAs will be compensated through a stipend covering the full cost of room and \$450 of the board cost each semester for the academic year of 2026-2027. All HRAs will receive an additional \$350 per semester compared to RA pay. All RAs and HRAs will be guaranteed a double dorm as a single.

## **C. OL Compensation**

OLs will be paid \$350 and receive 0.25 units for the period including their training and Orientation Week. OLs will receive fully covered room and board for the duration of their position. OLs will be required to attend either two events in the fall semester or one event in each of the fall and spring semester and perform monthly check-ins during the academic year. OLs who are studying abroad during the spring semester are exempt from spring semester requirements. This provision will be effective for the OLs who worked in the fall 2025 new student period.

## **D. Non-Academic Term Pay**

Pay for Student Workers during the Summer and Winter terms will be \$3 above the pay received for a comparable job during the academic year.

### **E. Hours Relating to Compensation**

The College's goal is to only reduce the total number of hours worked collectively by Student Workers by 15.5% for the first year of this Agreement, concluding June 30th, 2026. If practicable, the College will inform the Union of any cuts in hours or positions at least 30 days before the planned implementation, so as to give time for the Union and the College to bargain over the proposed cuts.

### **F. Coverage**

The College will not revise or amend the manner in which Student Workers are compensated for the sole purpose of avoiding coverage under this Agreement.

### **G. Wage Increase**

Nothing in this section will be read to preclude the College from raising wages for all Employees, provided the College provides proper notice to the Union and the Union receives the opportunity to bargain over any increase to the wages of Student Workers covered in this Agreement.

### **H. Fundraising**

The College will enter into discussions (bargain) with the Union leadership and the relevant Advancement senior leaders to explore fundraising opportunities to support the wage increases. If the College or Union fundraises to fund increases in wages, the College will treat those funds as incremental to the current budget.

## **ARTICLE 14 HOLIDAY PAY**

### **A. Pay**

All hours worked by Student Workers during holidays will be paid at a rate of 1.5 times the base wage for that position.

### **B. Holidays**

List of holidays covered under this Agreement:

1. New Year's Eve
2. New Year's Day

3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving
8. Friday after Thanksgiving
9. Christmas Eve
10. Christmas Day

## **ARTICLE 15 HOURS WORKED**

### **A. Maximum Hours Per Week**

Hourly paid Student Workers may work up to 20 hours per week while classes are in session during the Academic Year.

### **B. Cut in Hours**

No Student Worker will have their position hours materially reduced from what is set out in the job description during the term of their employment, unless the reduction was agreed to by the Student Worker or there is a change in circumstances.

## **ARTICLE 16 SCHEDULING**

### **A. Schedule Notice**

In all positions where Student Workers are regularly scheduled, supervisors will, at a minimum, make available a Student Worker's schedule one (1) week before the start of the first shift on their schedule.

### **B. Shift Cancellation**

Student Workers must receive, at a minimum, twenty-four (24) hours' notice for any shift they have cancelled. Prior notice can be waived in cases of a declared weather or safety emergency by the College and/or any applicable governmental body.

### **C. Compensation for Cancelled Shifts**

In the case that less than twenty-four (24) hours of notice has been given for a cancelled shift (other than for weather or safety emergencies), Student Workers are entitled to receive the full pay they would have received had the shift not been cancelled.

### **D. Classes/Finals**

Student workers will not be required to accept shifts during their college classes or finals period, which begins the day after the last day of classes and ends on the last day of final exams. Supervisors should make reasonable efforts to avoid other scheduling conflicts when operationally possible. Supervisors will make reasonable efforts to accommodate changes in class schedules up until the last day to register or add classes. Students have the obligation to inform their supervisors promptly in advance of any conflicts.

Student Workers will not face any negative consequences for not working during any period they are not required to work.

### **E. Close and Open**

Supervisors will schedule at least twelve (12) hours between a Student Worker's closing and opening shifts, unless the Student Worker agrees to such a schedule.

### **F. Flexible Schedules**

When a supervisor determines that a position allows it, the supervisor may permit Student Workers to use flexible schedules to complete their assigned work. The supervisor and the Student Worker will collaborate to define the hours the Student Worker may work.

### **G. After Hours Work**

Unless specified in the position description, Student Workers will not be required to monitor work-related communications outside of their scheduled work hours. This does not apply to scheduling or urgent messages.

### **H. Shift Covers and Trades**

If a Student Worker's availability changes after a work schedule has been posted, departments may require Student Workers to find replacements for shifts they are unable to work unless they are using

protected leave. The point system applies if the Student Worker fails to give proper notice or find the proper replacement, and applies subject to Article 10.

**ARTICLE 17  
HEALTHCARE**

Students will receive free treatment at the Beloit College Wellness Center in accordance with College policies and procedures, with notice given to the Union of any changes to those policies or procedures at the earliest practicable point. Treatment will include all services offered by the Wellness Center.

**ARTICLE 18  
INTERNATIONAL AND NON-CITIZEN STUDENT WORKERS**

**A. Investigations**

If the Student Worker approves, the College will notify the Union if the College learns of an immigration investigation regarding the Student Worker. The College will inform the Union of the existence of any immigration investigation as soon as practicable.

**B. Immigration Support**

The College will work with Student Workers to accommodate any appointments and/or hearings with respect to immigration or citizenship status of the employee, spouse, domestic partner, child, or parent. These accommodations may include granting unpaid leave for scheduled work missed due to such appointments and/or hearings.

**C. Legal Support**

The College will use commercially reasonable efforts to provide information on access to free to low-cost legal support.

**ARTICLE 19  
RESIDENT ASSISTANTS**

**A. Appointment Terms**

Appointments for RAs and HRAs will be no longer than one (1) academic year, which is defined as consecutive fall and spring semesters, including all training, and opening and closing of residences

and semester breaks as scheduled by the Office of Residential Life. The appointment of RAs and HRAs at different points of the academic year will also conclude at the end of the spring semester. Summer appointments extend from the end of the spring semester until the beginning of the fall semester.

### **B. In-Residence Requirements**

All RAs and HRAs are required to be on campus and to participate fully in all training and operational activities prior to the opening of the residences. All RAs and HRAs are required to stay through the closing of the residences each semester. Exceptions to either of the foregoing clauses in this section may be made in the discretion of the Director of Residence Life.

## **ARTICLE 20**

### **UNION SECURITY, DATA, AND DUES**

#### **A. Employment Information Definition**

For purposes of this Agreement, the term Employment Information will include the names, college email addresses, employment status, dates of hire/termination, job title(s), hours worked, pay rate(s)/compensation, college post office boxes, and cell phone numbers of Student Workers.

#### **B. 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 for each Student Worker who signs a FERPA waiver permitting the Union to access information about their college employment.

#### **C. Notifications**

Each month, the College will provide a report of all Student Worker new hires and terminations in written and/or online format. This report will include the Student Workers' names and college email addresses. Each month, the College will provide a spreadsheet report listing all Student Workers covered under the Agreement. This report will 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 20.D of this Agreement.

**D. FERPA Waiver Request Form**

All new Student Workers will be required to complete a FERPA waiver request form as a part of their employment onboarding, affirming or denying the Union access to their employment records. Student Workers retain the right to amend the request form at any time through the submission of a new request form through the College portal.

**E. 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 will be equivalent to those provided to student organizations. Both parties acknowledge and affirm that the Union is an independent entity. Nothing in this Section will be interpreted to state or imply that the Union is a student organization.

**F. 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 will first secure written permission from the College and then will obtain a mutually satisfactory date and time for the visit.

**G. Union Mail Box**

The Union will be given its own mailbox in the mail center to be solely used for Union business.

**H. Dues Check-Off**

The Labor Management Committee will meet to discuss the administrative component of dues once the Union establishes a dues structure.

**ARTICLE 21**

**LAYOFF**

**A.** Layoff is defined as a separation from College employment due to reorganization, lack of work, or budgetary constraints. A layoff will not reflect negatively on an employee.

**B.** The College may consider factors including, but not limited to, operational needs, skillset, seniority, and performance, when determining which employee(s) to lay off. An employee will be notified of the layoff with as much reasonable written notice as possible, but no less than five business days' notice prior to the effective date of the layoff, providing written rationale for the layoff.

**C.** An employee who is laid off will be given consideration for any College job they apply to that the employee is qualified for.

**ARTICLE 22  
SEVERABILITY**

If any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction, or rendered unlawful by subsequent statute, court decision, or regulation, such provision will be of no force or effect; but the remainder of this Agreement will continue in full force and effect. The parties will bargain in good faith with respect to any provision found to be or rendered unlawful.

**[REMAINDER OF PAGE IS INTENTIONALLY LEFT BLANK]**

**ARTICLE 23**

**TERM**

This Agreement is effective from the date that the last party executes it, and continues in full force and effect until midnight August 20, 2027, when it terminates. If either party desires to renegotiate this Agreement, they will give the other party written notice to that effect not less than 90 days prior to August 20, 2027. In any event, this Agreement will not be extended beyond August 20, 2027, except by written consent of the parties.

**Agreed To:**

**Beloit College:**

\_\_\_\_\_  
Name: ASZ

Title: \_\_\_\_\_

Date: 9/9/25

Beth Young  
\_\_\_\_\_  
Name: Beth Young

Title: VP + CFO

Date: 9/9/2025

**Beloit Student Workers United:**

[Signature]  
\_\_\_\_\_  
Name: Jake Fein

Title: Organizing Committee Member

Date: 09/06/2025

[Signature]  
\_\_\_\_\_  
Name: Demir Kasapoglu

Title: Organizing Committee Member

Date: 9/07/2025

Ela S Heywood  
\_\_\_\_\_  
Name: Ela S Heywood

Title: Organizing Committee member

Date: 09/07/2025

Lillianne McLilly  
\_\_\_\_\_  
Name: Lillianne McLilly

Title: Organizing Committee member

Date: 09/07/2025