

**Memorandum of Understanding  
Eastern Michigan University And  
AFSCME Local 3866**

---

**Heating Plant Operations Shift Coverage**

The parties agree that the following staff coverage provisions will apply to EMU Heating Plant Operations.

**Heating Plant Scheduling**

Heating Plant employees will not be scheduled to work more than eight (8) consecutive working days. Every attempt will be made to provide heating plant employees with a minimum of two (2) consecutive days off, unless the employee is scheduled to work overtime.

**Sick Call-In Coverage.** Shift coverage for absences attributed to unscheduled usage of sick time will be handled as follows:

Stationary Engineers working before and after the affected shift will split the shift. Stationary Engineers working before the affected shift will stay four hours over. Stationary Engineers on duty after the affected shift will be contacted to come in four hours early, if available. The Stationary Engineer on duty will contact the next shift Stationary Engineer to come in early. If the Stationary Engineer cannot reach someone to come in early, then the Stationary Engineer will contact the supervisor to find a replacement if the operator is unable to come in early; which may include covering the shift his/herself if no other operator is willing/able to come in early.

**Annual Time off Coverage (scheduled, planned absences).** Coverage for employees using time off benefits will be performed according to the following protocol whenever possible.

Requests for taking days off must be submitted seven (7) or more days in advance.

**Two Days Off or Less**

When Stationary Engineers take off two (2) days or less, the shift(s) will be split by the Stationary Engineers on duty before and after the scheduled off shift. The Stationary Engineer on duty before the scheduled off shift will stay four hours and the Stationary Engineer on duty after the shift will come in four hours early. Call-in pay does not apply in this instance because this is a scheduled event.

**More than Two Days Off**

When Stationary Engineers take off more than two (2) days, the shifts will be covered by the Stationary Engineer/Maintenance Mechanic. It is understood that,

while covering for an absent Stationary Engineer, the Stationary Engineer/Maintenance Mechanic will perform the duties and responsibilities of the Stationary Engineer. Call-in pay does not apply in this instance because this is a scheduled event.

This pilot program is exclusive to heating plant employees only. It will remain in effect for the remainder of the 2016-2019 collective bargaining year from the date the agreement is signed by both parties. Either party may call a special conference to discuss issues and concerns regarding matters that arise out of this agreement.

Either party may terminate this agreement with ten (10) working days' written notice to the other party.

This constitutes the entire agreement.

  
\_\_\_\_\_  
For AFSCME Local 3866  
President: Jason Crispell

8/31/2017  
Date

  
\_\_\_\_\_  
For Eastern Michigan University  
Director, Labor and Employee Relations,  
Joline R. Davis

9/07/2017  
Date