

**Wisconsin State Employees Union
Local 2748/Professional Social Services – Recreation
Leaders**

This is a Local Agreement between Local 2748, WSEU, AFSCME, Council 24 (hereinafter the Local) and the Wisconsin Resource Center (hereinafter the employer).

It is the intent and purpose of the parties hereto that this agreement constitutes an implementation of the provisions of Article XIII of the agreement between the State of Wisconsin and AFSCME, Council 24, Wisconsin State Employees Union, AFL-CIO effective through June 30, 2005 (hereinafter Master Agreement), consistent with the contractual authority therein.

The parties acknowledge that the agreement represents an amicable understanding reached by the parties as a result of the unlimited right and opportunity of the parties to make any and all demands with respect to the employer-employee relationship which exists between them relative to the subjects identified in the Master Agreement.

Nothing in this Local Agreement shall be construed to override any contractual provision in the Master Agreement unless specifically allowed by the terms of the Master Agreement. **This local agreement shall take effect on May 1, 2005 and shall expire upon the termination of the 2003-2005 Master Agreement unless extended by mutual agreement.**

VACATION AND HOLIDAY SCHEDULING

FIRST ROUND:

First round vacation selections during the month of November of the previous year.

- 1- Each Recreation Leader will be allowed 48 hours to schedule 1st round vacation selections.
- 2- The scheduling of leave time will be done according to seniority.

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- 3- First Round will be limited to the scheduling of vacation hours in blocks of five (5) consecutive working days, which may be interrupted by scheduled days off.
- 4- Recreation Leaders may schedule all, a portion, or none of their allocated vacation time during first round.

SECOND ROUND:

- 1- Upon completion of the first round vacation selections, the vacation book will be passed around in the order of seniority, and the Recreation Leaders will be allowed to pick singular vacation/holidays. Vacation/Holiday must be selected in 8-hour increments.
- 2) Each Recreation Leader will be allowed 48 hours to schedule 2nd round.

◆ Over booking will not be allowed

After 1st and 2nd Round are completed, requests for vacation/holiday time must be submitted in writing to the Therapist Supervisor by the 25th of the month prior to the requested time off. Leave will be granted by seniority provided operational needs are met.

After the 25th of the month, requests for vacation/holiday time will be granted on a 1st come, 1st serve basis, based on the operational needs of the institution as determined by management. In the event that management cannot determine which request was received first any approval will be granted in order of seniority.

When requesting vacation/holiday in less than an eight-hour increment, Recreation Leaders shall designate the hours of time to be used.

CANCELLATIONS:

There will be no cancellations until everyone has completed first and second round vacation/holiday picks.

Four (4) cancellations of vacation/holiday time will be allowed per calendar year. During cancellations, you may cancel partial days, single days or blocks of time picked. (E.g. if you picked a block of time in first round and cancel the whole block this will be considered one cancellation, if you schedule a partial day and cancel it, this is also considered one cancellation, etc.)

When operational needs permit the Therapist Supervisor will email cancelled vacation opportunities to every Recreation Leader. Recreation Leaders will then have 72 hours beginning when the email is sent, to request all or a portion of time available. Any approvals will be granted in order of seniority. The Recreation Leader canceling the vacation/holiday time will not be eligible to re-pick his/her own canceled time during this 72-hour period.

All cancellations are to be submitted to the Therapist Supervisor in writing for approval/denial.

TRADES

Unlimited trades will be allowed with supervisory approval between two consenting recreation leaders. Trades must occur within the same workweek. All trade requests must be submitted to the Therapist Supervisory by the 25th of the preceding month.

Trading of scheduled vacation /holiday time will not be allowed.

Recreation Leaders may request to switch off days. Requests shall be forwarded to the Therapist Supervisor by the 25th of the preceding month.

Leave requests shall take priority over switching off days.

Recreation Leaders will not be allowed to switch days off in two consecutive weeks.

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Note: For information purposes management agrees to inform the union of any changes in positions required for the operational needs of the recreation department.

The parties may by mutual agreement amend or add to this agreement during its term. All addenda to this agreement shall be signed and ratified by the parties and shall be incorporated herein as though originally negotiated by the parties as a provision of this agreement, except that addenda may not take effect until the date they are signed by the parties. The parties, whose signatures appear below, have the authority to bind the Employer and the Local Union to the terms and conditions of this local agreement.

Tom Corcoran

Date: 05-09-05

Tom Corcoran
President, Local 2748

Bryan Bartow

Date: 5/18/05

Bryan Bartow, Director
Wisconsin Resource Center

Anne Flynn

Date: 5-16-05

Anne Flynn, Human Resources Director
Wisconsin Resource Center