

UCU General Membership Update

April 20, 2021

2020-2022 Executive Committee Members



Benefits Officer
Christian Carter



Discipline Officer
Toni Burrell



Grievance Officer
Inessa Shkolnikov



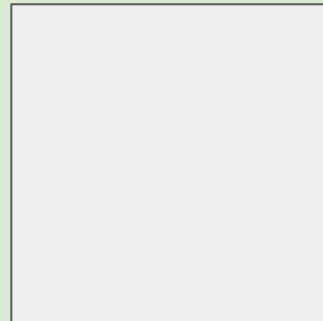
Treasurer
Cecilia Cammisa



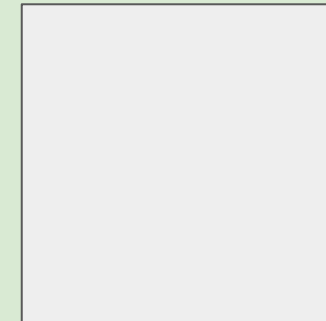
Outreach Officer
Sam Draxler
Soon to be open!



Negotiations Officer
Open



Secretary
Open



Volunteer(s)
Always encouraged!

Area Reps

Area Rep Responsibilities:

- Communicate directly with members in their respective areas
- Organize and attend meetings with members in their respective areas
- Attend meetings between management and UCU members in their area as needed
- Work alongside other Exec Committee officers to advocate on behalf of membership

Area Reps work with the union to represent members in each area, and they can provide more relatable information in those areas. However, they are not involved in executive decisions and do not have access to confidential information.

VOLUNTEERS NEEDED!!!

Volunteer(s)

UCU is looking into ways to involve more members into our operations. We are considering ways to delegate specific tasks to individual members, without the commitment of becoming an Executive Committee member or Area Rep. We know that your time may be limited, but we encourage you to contact us if you would like to get involved at any level.

- Writing/posting updates to the UCU website and email list
- One-off projects including negotiations, digital organization, elections, etc.

2020-2022 Area Reps

We are working to reevaluate the Area Rep positions. As we reconsider the members in each area, as well as the responsibilities of these positions, we encourage you to reach out to us if you're interested in volunteering in any capacity.

Outreach Report

- UCU emails contain important information about working conditions, as well as requests for information that allow us to better understand the membership's concerns.
- If you or a fellow union member are not receiving UCU emails, please send a note to memberucu@gmail.com.
- Positions within UCU have become vacant: Secretary, Outreach, and Negotiations Officers, as well as Area Reps/Volunteer(s).
- UCU is a self-governing union, and as officers and area reps we volunteer our time to represent the membership. As a union, we are strongest when all positions are filled, and we encourage anyone interested in becoming more involved to reach out to us.
- If you need to update your contact info, you can now do so on [our website](#).

Secretary Report

- UCU usually meets every two weeks. Minutes for those meetings are recorded and saved.
- UCU has standing meetings with Natalie Brooks (Chief Talent Officer) once a month, sometimes more if needed to address specific issues. UCU recently increased frequency of these meetings to every other week to stay on top of pressing Health and Safety issues. Minutes for these meeting are recorded and saved.
- Union officers check the memberucu@gmail.com email regularly. If you have an issue with HR, or with an ongoing on-campus health and safety issue, be sure to CC UCU on your email, or contact UCU first so that we can confirm if the issue is already being addressed or if other members have similar experiences.

Treasurer Report

Bank Account Information:

- TD BUSINESS CONVENIENCE PLUS—\$64,232.35
- TD SMALL BUSINESS MMKT PLUS—\$40,353.51
- Accounts payable total payments 2020-2021—\$1,201.58

NYSUT dues are still being paid via check. Christian has possession of UCU's banking necessities. Toni is authorized co-signer for all checks issued and any bank related transactions.

Cooper has and is collecting dues, since March 2020, and sending to UCU via electronic transfers.

Part timer dues calculations and deductions had some slight variations as of 9/01/20; should any part timer have issues with the amount of dues being collected, reach out to UCU

Benefits Report

Health Committee update: No communication or mention of committee from administration

Benefits Info Session: Christian will be holding a Benefits Zoom information session covering Medical, Dental, Vision, Prescription Drugs and additional member benefits available through NYSUT; Would like input on tentative date(s) and time(s) of day that's best for members

TIAA one-on-one meetings: The administration informed UCU that there will be some changes to investment options with the the TIAA retirement fund.

Benefits Report (cont'd)

COVID Testing: Cooper is currently requiring weekly testing for anyone to be on campus; Cooper updated the health insurance plan to cover Covid testing costs (**in-network**). Be sure to provide the testing site with your insurance card (testing is not free everywhere). If you receive a bill from your **in-network provider**, send a copy of the bill to Mary Ann Nissen (maryann.nissen@cooper.edu) in HR, cc'ing UCU.

Quarantine: Should anyone have to quarantine due to a positive Covid case exposure on campus, all staff will be paid their normal pay rate.

Vaccination: New York State mandates that employers provide four hours of paid time off to employees who leave work to receive each dose of a COVID-19 vaccination (up to eight hours); Vaccination is NOT required at this time but should anything change, UCU will notify all members

Discipline Report

CODE OF CONDUCT

- Discrimination—the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, or sex.
- Discriminatory Harassment—defined as subjecting an individual to humiliating, abusive, or threatening conduct that creates an intimidating, hostile, or abusive work environment;
- Sexual Harassment—Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute
- Pledge and Covid Health & Safety policies

Harassment Training was rolled out December 2020. Staff was given until March 2021 to complete.

Grievance Report

- A grievance is never the first step in resolving a workplace issue. Many problems can be addressed through conversations with HR, management, and UCU. If this approach proves unsuccessful, we will then file a grievance if appropriate.
- Visit memberucu.com to fill out a form to report a new work issue or concern. All submissions through this form are confidential - we will not discuss your issue with the Administration without your consent.
- memberucu@gmail.com will reach out to you through your personal email, not your Cooper email, to follow up on your form submission.

Grievance Report (cont'd)

What is a grievance?

- a formal complaint that is raised by an employee towards an employer within the workplace
- a breach of the terms and conditions of an employment contract, raises and promotions, or lack thereof, as well as harassment and employment discrimination
- A clear violation of the UCU contract and/or MOA that can be cited

Filing a grievance is a procedural process that UCU will undertake if we determine it is the best course of action to resolve your issue.

Most issues can be resolved without filing a formal grievance process. Reach out to us and we will advise you on the best way to get your issue resolved!

Negotiations Report

Officer Responsibilities:

- Builds negotiations platform and plans strategic response to ongoing issues
- Collects feedback from members to evaluate concerns and interests
- Supports individual members in negotiating salaries and job/responsibility changes

Negotiations Committee 2020: Matthew Bower, Toni Burrell, Liz Leon, Lea Cetera

Current contract (September 2017–August 2020) extended for one year via MoA (July 22) to secure benefits and furlough protections and allow time to negotiate contract in light of pandemic

- Collective bargaining platform has been developed based on feedback from UCU member survey, furlough MoA, and emergent COVID-19 concerns

We expect to begin negotiations in May 2021

COVID-19/Health & Safety

Fall 2021 Planning:

- Managers may ask you about your preference for working on-site (in person), hybrid (both on-site and remote), or 100% remote (from home). This is currently for planning purposes, with the expectation that things may still change. If you have concerns, please email us.
- Announced as a return to in-person instruction. Planning is still underway, and we expect things to continue to change. At this point in time, what are your concerns about the Fall?

H&S Survey:

The survey helped us to address issues in individual areas. We were able to meet with the Health & Safety Committee last month. We encourage members with issues with security to contact Thomas Tresselt at thomas.tresselt@cooper.edu.

COVID-19/Health & Safety

Test Results Communications:

- The weekly Campus Notification email from the Health and Safety Committee (*Weekly Covid-19 Testing*) reports any positive results from on-campus testing only for that week. It does not report positive results from tests conducted off-campus
- If HR receives a positive test result from off-campus testing, the person is contacted immediately; They are interviewed about whether they were present on campus during their incubation period (72hrs); If they were present on campus during their incubation period, they are asked for a list of all close contacts they had on campus, and a list of every space they visited while they were there; Anyone who is deemed a close contact (based on CDC guidelines) receives a phone call from Mary Ann advising them of the exposure, and explaining quarantine protocol; Their access to campus buildings is deactivated until they have completed quarantine protocol.

COVID-19/Health & Safety

Test Results Communications (cont'd):

- Once all close contacts have been notified, an announcement goes out to the community about the positive case.
- If no contact tracing on campus is required—because the person with the positive test result was not present on campus during their incubation period—then, no announcement goes out.
- Any visitor to campus—student, staff, faculty, guest—must submit a negative test result for admission; HR receives and checks all of these test results; Upon confirmation, security activates building access
- Contact tracing is managed by Mary Ann Nissen in HR

Security: No Cooper Union employee or student should be in public areas; Security should be contacted to escort anyone who is not in a designated class, booked room appointment or following covid safety rules at **212-353-4270** or **212-353-4330**

COVID-19/Health & Safety

Vendor/Contractor COVID-19 Protocols

There are and will be cases when the College must bring in a contractor to address an emergency or where specialized contractors do not get testing. While the ideal scenario is always to find a vendor/contractor with testing, in certain instances that may not be possible since testing is only recommended not required by the City or State.

The following practices are required—if you see any contractors violating these requirements contact security immediately. If the issue continues email contact Thomas Tresselt at thomas.tresselt@cooper.edu copying memberucu@gmail.com.

COVID-19/Health & Safety

Vendor/Contractor COVID-19 Requirements

- a. The contractor will be scheduled with a Department or School leader on a day that the contractor can be monitored.
- b. The contractor will fill out the daily questionnaire at the security desk.
- c. The contractor would agree to have his or her temperature taken.
- d. The contractor will be required to wear a mask.
- e. The wearing of gloves is recommended in cases where the work that needs to be done permits gloves.
- f. The room that the contract is in will be closed while the work is being done and only re-opened after the contractor has left the space and the room is misted and wiped down by facilities.

COVID-19/Health & Safety

Vendor/Contractor COVID-19 Requirements (cont'd)

- g. Before the contractor leaves the contractor will be instructed to wipe down any equipment, chair, door knob, etc. before facilities then does their clean for extra precautions.
- h. The Contractor will be asked to notify Mary Ann Nissen at maryann.nissen@cooper.edu immediately upon learning of a positive test case diagnosis for up to 14 days after leaving our building.
- i. As an additional precaution all Cooper employees will be directed to limit their time with the contractor to under 10 minutes and of course keep socially distanced and wear a mask.
- j. With proper cleaning and following the above details employees should be safe.

Human Resources and Payroll Contacts

Natalie Brooks: Chief Talent Leader, natalie.brooks@cooper.edu

Mary-Ann Nissen: Director of Human Resources, 212-353-4145,
maryann.nissen@cooper.edu

Christine Rodrigue: Human Resources Manager, 212-353-4156,
christine.rodrigue@cooper.edu

Tashay Gilbert: Payroll Manager, 212-353-4153, tashay.gilbert@cooper.edu

Yolkey Tait: HR/Payroll Specialist, 212-353-4148, yolkey.tait@cooper.edu

Thank you

Email: memberucu@gmail.com

Website: <http://memberucu.com/>

Questions/Comments

