

AGREEMENT BETWEEN

THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

and

PART-TIME LECTURER FACULTY CHAPTER

*Rutgers Council of*  
**AUP**  
american association  
of university professors  
*Chapters*

July 1, 1999 - June 30, 2003

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## **AGREEMENT**

This Agreement between Rutgers, The State University, and the PART-TIME LECTURER FACULTY CHAPTER is made and entered on this 13th day of April, 2000.

### **I - RECOGNITION**

- A. Rutgers recognizes the PTLFC as the sole and exclusive negotiations representative for employees as defined in paragraph 2. below, as certified by PERC, concerning wages, hours, and other mandatory negotiable subjects.
- B. Included: All persons employed by Rutgers, the State University as a "Part-Time Lecturer"

(see below definition) for a full semester or equivalent as defined in footnote 1, and who are employed for at least their second semester as a "Part-Time Lecturer" (see below definition) in any two consecutive academic years. The term "Part-Time Lecturer" as used herein is defined specifically for purposes of inclusion in this bargaining unit as an employee hired for a full semester or equivalent as defined in footnote 1. to teach a full course (including a laboratory course) or to teach a recitation section for a full semester or equivalent as defined in footnote 1., and who performs services associated only with that course, such as preparation of syllabus, grading examinations and papers, and meeting students during assigned office hours.

An individual who was employed as a Teaching Assistant for at least an AY appointment in one academic year and is hired as a PTL in the subsequent academic year will be included in the unit upon appointment as a PTL.

C. Excluded: All guards; supervisors within the meaning of the Act; managerial executives; confidential employees; persons otherwise employed by Rutgers, The State University, in another capacity for 50% or more of a full-time position; persons otherwise employed by Rutgers, The State University, who are presently represented for purposes of collective negotiations by another employee organization; also excluded is employment during the summer; "Visiting Faculty;" "Coadjutants," (for purposes of this agreement, a Coadjutant is an individual who does not teach a full course for a full semester or equivalent ); individuals employed by law firms which have represented Rutgers or are presently representing Rutgers. Also excluded from this unit are regularly appointed part-time faculty who do not have a 100% appointment and are paid on the faculty range/step salary scale as opposed to being paid on a per course basis; and persons employed for 50% or more of a full-time position by:

1. The following Departments/Offices of the State of New Jersey:

Office of the Governor  
Office of Management and Budget  
Department of Law and Public Safety  
Office of Administrative Law  
Commission of Higher Education (not including employees of the State Colleges or Universities below the title or level of Dean)  
Department of Community Affairs  
Department of Labor  
Department of Agriculture  
Department of Treasury  
Division of Pensions  
Judiciary  
Department of Health  
Department of Personnel  
Legislature  
Public Employment Relations Commission  
Department of Environmental Protection

2. The following Departments/Offices of the Government of the United States:

Department of Education

Department of Agriculture  
Department of Justice  
Judiciary  
Department of Labor  
EEOC  
IRS  
Department of Health and Human Services  
State Department  
Attorney General's Office  
Environmental Protection Agency  
Immigration and Naturalization Service  
Legislature

Appeals of such exclusion as set forth above relating to state or federal employment may be initiated by writing to the Office of Employee Relations with a copy to the PTLFC/AAUP.

D. Effective August 22, 1991, the title "Visiting Part-Time Lecturer" was changed to "Part-Time Lecturer."

## **II - NONDISCRIMINATION**

There shall be no discrimination by Rutgers or the PTLFC against any member of the bargaining unit because of race, creed, color, sex, religion, age, marital status, nationality, disability, status as a Vietnam-era Veteran or disabled Veteran, sexual orientation, or membership or non-membership in or activity on behalf of or in opposition to PTLFC.

## **III - DEDUCTION OF PROFESSIONAL DUES**

A. Rutgers agrees to deduct dues bi-weekly from each PTL receiving a bi-weekly paycheck who furnishes a voluntary written authorization for such deduction on a form acceptable to Rutgers. Each member may cancel such authorization by giving written notice of such cancellation to the PTLFC. It shall be the responsibility of the PTLFC to transmit such withdrawals of authorization to the University. Dues shall be in such an amount as may be certified to Rutgers by PTLFC from time to time, and at least thirty (30) days prior to the date on which deduction of dues is to be made. Dues shall be submitted to PTLFC every four weeks together with a list of the names of members from whose pay such deductions were made.

B. All bargaining unit members who are not members of the PTLFC/AAUP authorizing dues deduction shall have deducted from their salaries and forwarded to the PTLFC/AAUP a representation fee equal to 85% of the amount of dues once the PTLFC certifies to the University that 50% of the unit are dues payers. Deduction of representation fees in accordance with the provisions of this Article shall continue after expiration of the Agreement, or after any extension to this Agreement. After deduction, representation fees shall be transmitted to the PTLFC/AAUP in the same manner and at the same time as the PTLFC/AAUP dues. The PTLFC shall pay one-time programming costs associated with deduction of representation fees.

If, during the course of the semester, the bargaining unit member authorizes deduction of dues,

the University shall cease deducting the representation fee and commence deducting the PTLFC/AAUP dues after the PTLFC/AAUP furnishes to the University a voluntary written authorization for such deduction in accordance with this Article. When the PTLFC furnishes to the University a notice of withdrawal from dues deductions, the representation fee will be deducted instead of the dues fee.

## IV - SALARY PROVISIONS

### A. Minimum Base Salaries

#### *1. Increases to the minimum*

a. Effective January 1, 2000, the minimum base salary rate will be \$760 per credit except for courses involving "N" credits in Academic Foundations in Newark and in the PALS program. Minimum hourly rates for instruction in the PALS program shall be \$32.00 per hour for the Intensive and Evening programs and \$37.00 per hour for the Corporate Program. For PTLs teaching Academic Foundations courses in Newark, the minimum will be \$690 per class period.

b. Effective September 1, 2000, the minimum base salary rate will be \$780 per credit except for courses involving "N" credits in Academic Foundations in Newark and in the PALS program. Minimum hourly rates for instruction in the PALS program shall be \$32.50 per hour for the Intensive and Evening programs and \$37.50 per hour for the Corporate Program. For PTLs teaching Academic Foundations courses in Newark, the minimum will be \$710 per class period. A minimum base salary rate of \$1,100 per credit will apply to all PTLs who have served at least 30 semesters on September 1.

c. Effective September 1, 2001, the minimum base salary rate will be \$810 per credit except for courses involving "N" credits in Academic Foundations in Newark and in the PALS program. Hourly rates for instruction in the PALS program shall be \$33.00 per hour in the Intensive and Evening programs and \$38.00 per hour for the Corporate Program. For PTLs teaching Academic Foundations courses in Newark, the minimum will be \$740 per class period. A minimum base salary rate of \$1,100 per credit will apply to all PTLs who have served at least 30 semesters on September 1.

d. Effective September 1, 2002, the minimum base salary rate will be \$850 per credit except for courses involving "N" credits in Academic Foundations in Newark and in the PALS program. Hourly rates for instruction in the PALS program shall be \$33.50 per hour for the Intensive and Evening programs and \$38.50 per hour for the Corporate Program. For PTLs teaching Academic Foundations courses in Newark, the minimum will be \$780 per class period. A minimum base salary rate of \$1,100 per credit will apply to all PTLs who have served at least 30 semesters on September 1.

Increases to the minimum shall apply to PTLs teaching Academic Foundations courses in Newark per class period rather than per credit.

2. If, as of the above dates, an individual PTL bargaining unit member's salary rate is less than the appropriate minimum set forth above, the member's salary will be increased to the appropriate minimum.

3. The revision in the above salary rates will not result in a decrease in the per-course salary rate of any current bargaining unit member.

## B. Additional Increases

### 1. *Across-the-Board*

a. Effective January 1, 2000, a PTL who taught as a PTL in Spring semester, 1999, or Fall semester, 1999, except those teaching courses in Academic Foundations in Newark or those in PALS, will receive a \$15 per credit increase to his or her base salary rate unless the department had already appointed the PTL at an equivalent amount above the previous course salary. PTLs in PALS who taught as PTLs in PALS in Spring semester, 1999, or Fall semester, 1999, will receive a \$.50 per hour across-the-board increase.

b. Effective September 1, 2000, a PTL who taught as a PTL in the previous academic year, except those teaching courses in Academic Foundations in Newark or those in PALS, will receive a \$15 per credit increase to his or her base salary rate unless the PTL received an increase to the new minimum set forth above, or the department had already appointed the PTL at an equivalent amount above the previous course salary. PTLs in PALS who taught as PTLs in PALS in the previous academic year will receive a \$.50 per hour across-the-board increase.

c. Effective January 1, 2001, a PTL who taught as a PTL in Spring semester, 2000, or Fall Semester, 2000, except those teaching courses in Academic Foundations in Newark or those in PALS, will receive a \$15 per credit increase to his/her base salary rate unless the PTL received an increase to the new minimum set forth above, or the department had already appointed the PTL at an equivalent amount above the previous course salary. PTLs in PALS who taught as PTLs in PALS in the Spring semester 2000, or Fall semester, 2000, will receive a \$.50 per hour across-the-board increase.

d. Effective September 1, 2001, a PTL who taught as a PTL in the previous academic year, except those teaching courses in Academic Foundations in Newark or those in PALS, will receive a \$15 per credit increase to his or her base salary rate unless the PTL received an increase to the new minimum set forth above, or the department had already appointed the PTL at an equivalent amount above the previous course salary. PTLs in PALS who taught as PTLs in PALS in the previous academic year will receive a \$.50 per hour across-the-board increase.

e. Effective January 1, 2002, a PTL who taught as a PTL in Spring semester, 2001, or Fall semester, 2001, except those teaching courses in Academic Foundations in Newark or those in PALS, will receive a \$15 per credit increase to his or her base salary rate unless the PTL received an increase to the new minimum set forth above, or the department had already appointed the PTL at an equivalent amount above the previous course salary. PTLs in PALS who taught as PTLs in PALS in the Spring semester, 2001, or Fall semester, 2001, will receive a

\$.50 per hour across-the-board increase.

f. Effective September 1, 2002, a PTL who taught as a PTL in the previous academic year, except those teaching courses in Academic Foundations in Newark or those in PALS, will receive a \$15 per credit increase to their base salary rate unless the PTL received an increase to the new minimum set forth above, or the department had already appointed the PTL at an equivalent amount above the previous course salary. PTLs in PALS who taught as PTLs in PALS in the previous academic year will receive a \$.50 per hour across-the-board increase.

g. Effective January 1, 2003, a PTL who taught as a PTL in Spring semester, 2002, or Fall semester, 2002, except those teaching courses in Academic Foundations in Newark or those in PALS, will receive a \$15 per credit increase to their base salary rate unless the PTL received an increase to the new minimum set forth above, or the department had already appointed the PTL at an equivalent amount above the previous course salary. PTLs in PALS who taught as PTLs in PALS in the Spring semester, 2002, or Fall semester, 2002, will receive a \$.50 per hour across-the-board increase.

Across-the-board increases of \$15.00 per class period shall apply to PTLs teaching Academic Foundations courses in Newark.

## *2. Service Adjustments*

A "Service Adjustment" is a one-time increase to an individual PTL's base salary rate upon attaining a prescribed term of service as a PTL at Rutgers. Once attained, the increase remains in the base salary rate and there is no further Service Adjustment until the next level of service is attained. Service Adjustments are as follows:

a. Effective September 1, 2000, PTLs who have served at least 12 semesters on September 1 will receive a \$60 per credit increase to their base salary rates.

b. Effective September 1, 2001, PTLs who have served at least 12 semesters on September 1 will receive a \$60 per credit increase to their base salary rates, and PTLs who have served at least 20 semesters on September 1 will receive an \$85 per credit increase to their base salary rates.

c. Effective September 1, 2002, PTLs who have served at least 12 semesters on September 1 will receive a \$60 per credit increase to their base salary rates, and PTLs who have served at least 20 semesters on September 1 will receive an \$85 per credit increase to their base salary rates.

Any discrepancies regarding the length of service of an individual PTL may be addressed in writing to the Office of Employee Relations with a copy to the PTLFC/AAUP.

C. An individual PTL bargaining unit member may be paid above her/his base salary rate at any time, due to special circumstances, as a specified increase which does not establish a new base salary rate. If the department determines that special circumstances warrant a higher salary, it will inform the PTL in writing of the special circumstances at the time of appointment.

D. 1. In the case of all salary increases provided for in this Article IV -- increases to the minimum, across-the-board increases, service adjustments, and special circumstances -- a PTL

will receive only the one increase that results in the highest salary rate for that PTL for that semester. That is, the increases in this Article IV will not be aggregated in any given semester.

2. Nothing in this provision shall be construed as a maximum or restriction on the base salary rate of an individual PTL.

E. An individual who was employed as a PTL in one semester, including the semester of employment prior to ratification, who is offered employment as a PTL during the term of this Agreement, will not be offered a salary less than she/he received in the earlier semester, unless the PTL is appointed to teach a significantly different course, or unless the PTL had been paid above her/his base salary rate due to special circumstances as provided in item C above.

F. If, through no fault of the PTL, a course is canceled within seven (7) days after the date on which the class began or was scheduled to begin, and the University determines not to reassign the PTL to another course, the PTL will receive 1/16th of the salary for the semester. A PTL in the PALS Program who is appointed for a 12-week period will receive 1/12th the salary for that 12-week period; a PTL appointed for a 7-week period in accordance with the Recognition Article will receive 1/7th the salary for that 7-week period.

Additionally, if the PTL has taught classes during the seven (7) day period after the date on which the classes began or were scheduled to begin, the PTL will be paid a pro-rata salary for the work performed.

G. If the official course enrollment, that is the enrollment at the conclusion of the drop/add period, exceeds the approximate enrollment contained in the appointment letter by 33-1/3% or 25 students, whichever is lower, the PTL shall receive a salary supplement of \$575 per 3-credit course.

H. Nothing in this Article IV shall be construed as a maximum or restriction on the base salary rate of an individual PTL.

I. PTLs may avail themselves of direct deposit of salary checks.

## **V - GRIEVANCE PROCEDURE AND LABOR/MANAGEMENT MEETINGS**

### **A. Grievance Procedure**

1. A grievance may be brought only with respect to mandatory negotiable subjects or to challenge discipline imposed on a PTL during the semester in which she/he is employed. A grievance must conform to the provisions set forth below.

The grievance must state: a) the provision of this Agreement or the University policy alleged to have been violated and which relates to a PTL's wages, hours, or other terms and conditions of employment; or b) the administrative decision relating to a PTL's wages, hours or other terms and conditions of employment alleged to have been misinterpreted, misapplied or

violated and which misinterpretation, misapplication or violation affects a PTL's terms and conditions of employment.

A grievance may be resolved informally by the grievant and the University at any time. Both parties agree to encourage informal resolution of disputes at the department level.

2. Grievances normally will proceed from the Department Chairperson to the Dean to the Provost, as set forth in a) below. Paragraph b) sets forth the procedure when the grievance will be addressed outside the academic area. In either case, the grievance initially will be presented within twenty (20) working days after the occurrence of the event which gave rise to the grievance, or within twenty (20) working days after the grievant knew, or should have known, of the occurrence of the event, but in no case beyond the subsequent semester in which the event occurred. The grievance will be presented on a form acceptable to the University.

At each step, if the Hearing Representative believes a meeting is necessary, or if the grievant has requested a meeting in the written appeal, the Hearing Representative will arrange for a meeting.

*a. Grievances Arising Within a Provost's Jurisdiction*

Step 1 Grievances are presented initially to the Department Chairperson at Step 1. If the grievance arises out of an action taken by the Dean, the grievance will begin at Step 2. The Step 1 Representative will give a written answer within ten (10) working days after receipt of the grievance. If a meeting is to be held, the Step 1 Representative will arrange for such meeting within five (5) working days after receipt of the grievance. The Step 1 Representative will give a written answer to the grievant within ten (10) working days after such meeting with a copy to the Union, the Dean, and the Office of Employee Relations.

Step 2 If the grievant is not satisfied with the Step 1 decision, the grievant may within five (5) working days after receipt of the Step 1 answer appeal the decision to the Dean. The appeal will be presented on a form acceptable to the University, and a copy of the appeal shall be provided to the Department Chair, the Dean, the Provost, and the Office of Employee Relations.

If a meeting is to be held, the Hearing Representative will arrange for a meeting within ten (10) working days after receipt of the grievance. The Hearing Representative will provide a written decision within ten (10) working days after the meeting, or within fifteen (15) working days after receipt of the appeal if there is no meeting, providing a copy to the Department Chair, the Provost, the Union and the Office of Employee Relations.

Step 3 If the grievant is not satisfied with the Step 2 decision, the grievant may file the grievance at Step 3 by presenting, within ten (10) working days after receipt of the Step 2 answer, the grievance and the Step 2 answer to the Provost with a copy to the Step 2 Representative and to the Office of Employee Relations. If a meeting is to be held, the Hearing Representative will arrange for a meeting within ten (10) working days after receipt of the grievance. The Hearing Representative will provide a written answer to the grievant within ten (10) working days after the meeting with a copy to the Dean, the Union, and the Office of Employee Relations.

*b. Grievances Arising Outside a Provost's Jurisdiction*

Step 1 Step 1 grievances will be presented to the individual whose action precipitated the grievance and who has authority to effect a remedy. The Step 1 Representative will give a written answer within ten (10) working days after receipt of the grievance. If a meeting is to be held, the Step 1 Representative will arrange for such meeting within five (5) working days after receipt of the grievance. The Step 1 Representative will give a written answer to the grievant within ten (10) working days after such meeting with a copy to the Union and to the Office of Employee Relations.

Step 2 If the grievant is not satisfied with the Step 1 decision, the grievant may within five (5) working days after receipt of the Step 1 answer appeal the decision to the next level of authority over the Step 1 Hearing Representative. The appeal will be presented on a form acceptable to the University, and a copy of the appeal shall be provided to the Step 1 Representative, the Union, and the Office of Employee Relations.

If a meeting is to be held, the Hearing Representative will arrange for a meeting within ten (10) working days after receipt of the grievance. The Hearing Representative will provide a written decision within ten (10) working days after the meeting, or within fifteen (15) working days after receipt of the appeal if there is no meeting, providing a copy to the Step 1 Representative, the Union and the Office of Employee Relations.

Step 3 If the grievant is not satisfied with the Step 2 decision, the grievant may file the grievance at Step 3 by presenting, within five (5) working days after receipt of the Step 2 answer, the grievance and the Step 2 answer to the Vice President for Administration & Associate Treasurer or his/her designee or successor with a copy to the Step 2 Representative and to the Office of Employee Relations. If a meeting is to be held, the Step 3 Hearing Representative will arrange for a meeting within ten (10) working days after receipt of the grievance. The Hearing Representative will provide a written answer to the grievant within ten (10) working days after the meeting with a copy to the Union and the Office of Employee Relations.

3. Step 4 Advisory Arbitration Applicable to Both 2 a. and 2 b. Grievances

If the PTLFC is not satisfied with the decision at Step 3, and the grievance claims a violation of a provision of this Agreement which does not specify that it is not grievable, the PTLFC may, within fifteen (15) working days of receipt of the Step 3 answer, submit the grievance to arbitration, which shall be advisory in all areas, with a copy to the Office of Employee Relations.

Rutgers and the PTLFC agree that the arbitrator to be chosen jointly shall be selected from a panel or panels to be provided by the Public Employment Relations Commission. The arbitrator will be selected in accordance with the rules and procedures of the agency.

The costs and expenses incurred by each party shall be paid by the party incurring the costs except that the fees and any costs of the neutral arbitrator and the administering agency shall be borne equally by Rutgers and the PTLFC.

This Step 4 provision shall expire on June 30, 2003. Grievances filed prior to this expiration date may continue.

4. To be valid, a decision in regard to a grievance must not amend, modify, or delete any provision of this Agreement or any Rutgers policy or any administrative decision. A decision in one grievance will be applicable only to that grievance and may not serve as a precedent in any other grievance.

5. "Working days" as used in this provision shall mean all days on which University offices are officially open for business.

## B. Labor/Management Meetings

A Labor/Management Meeting is a meeting between the Union and an appropriate representative of Rutgers to consider matters of general interest and concern other than grievances and/or to present grievances which allege a misinterpretation, misapplication, or violation of a Rutgers policy or administrative decision relating to wages, hours, or terms and conditions of employment which are not mandatory negotiable. Labor/Management meetings may be called by either party by sending to the Office of Employee Relations the issues to be discussed. These meetings shall take place at a mutually convenient time and place. Arrangements will be made by OER.

## VI - APPOINTMENT

A. PTLs who are available for employment in a particular semester may submit a written notification of availability to the department in which they wish to be employed. Departments shall acknowledge receipt of such notification and compile, for each course to which PTLs may be assigned, a list of available PTLs with PTLs who have served at least twelve (12) semesters as a PTL at Rutgers given priority in appointment over a PTL who has not served at least twelve (12) semesters, where the course shall be staffed by a PTL and where the appointment meets the academic and fiscal needs of the department, program and/or unit. When fiscal constraints necessitate the appointment of a PTL with less than twelve (12) semesters of service as a PTL at Rutgers, rather than a PTL with at least twelve (12) semesters of such service, that shall not occur unless there are also educational reasons to do so. Availability does not guarantee appointment.

B. Departments are encouraged where consistent with the needs of the academic program, to appoint a PTL for two consecutive semesters in the same academic year.

C. At the sole discretion of the University, a PTL may be given an appointment for the following semester after the publication of the Demand Rosters.

D. PTLs will be provided the following information in writing: title, salary, department, the period for which the appointment is effective, course(s) assigned, approximate number of students which she/he is expected to teach in the section for which she/he is hired, duties attendant to the course assignment, and other information which the department may deem

necessary for a PTL to carry out her/his duties. Dean's offices or departments are encouraged to give a letter of appointment to a PTL at the time the PTL is offered employment for the semester in question. Departments will make an effort to advise, by the end of the Spring semester, those PTLs who will be recommended for appointment for the Fall semester. Departments will make an effort to advise, by the end of the Fall semester, those PTLs who will be recommended for appointment for the Spring semester.

E. Any PTL who has taught for at least 6 consecutive semesters, or 6 consecutive years, and who is not appointed shall be given written notice specifying the reasons for this action, with a copy provided to the PTLFC-AAUP.

## **VII - DEPARTMENT PROVISIONS**

A. Departments which employ PTLs shall identify a space, within the resources allocated to the department, for PTLs to meet as required with their students. If a PTL believes that an alternative space within the resources of the department would be more effective in meeting with students, she/he should discuss the matter with the department chairperson. Where possible and consonant with departmental practice, departments shall provide PTLs with access to a telephone.

B. Departments shall advise PTLs of the campus location where their mail, notices, and other communications will be available. Departments are encouraged to consider PTLs to be a part of the faculty and provide them with relevant information, announcements, and communications, including all communications addressed to "Members of the University Community."

C. When records of syllabi, texts, or other instructional material for courses previously taught are maintained by a department, such information will be available to PTLs for inspection. PTLs may copy such records at a cost usually assessed by the department for such copying.

D. Where the department specifies the texts that are to be used in a course for which a PTL is employed to teach, the department shall provide a desk copy, for the duration of the course, if a desk copy is not provided to the PTL by the publisher.

E. Support services shall be provided, from the resources allocated to the Department, as the Department Chairperson deems necessary for the performance of the duties assigned to PTLs.

F. When a department meeting results in the adoption of policies or procedures which are pertinent to the responsibilities or other employment-related activities of PTLs employed by that department, such PTLs will be notified in writing of such policies or procedures.

G. PTLs who are interested in regular employment at the University may apply for staff positions which are posted and/or should make periodic inquiries of the department as to the availability of any regular faculty positions.

Notices of full time openings within a department shall be posted by the department at a place where official notices are posted.

H. If, due to being assigned to an evening class, a PTL encounters difficulty in teaching because of a lack of classroom, mail, or telephone access, the PTL should bring the problem to the attention of the department. If the problem is unresolved, the PTL should bring it to the dean's attention in a written memo.

### **VIII - PERSONNEL FILES**

A PTL is entitled to review his/her official personnel file if one exists, or official personnel materials if a separate file does not exist; such file or materials will be maintained either in the dean's office or in the departmental office. Upon request, the department shall advise a PTL of the location of such official file or materials. A PTL who wishes to review the file or materials should request, in writing, an appointment to review the file or materials during normal office hours and shall be entitled to copy any materials therein at a cost usually assessed by the dean's office for such copying. A PTL may respond to any documents that may be contained in the file, and may add to the file documents which pertain to his/her PTL employment at Rutgers.

### **IX – HEALTH AND PENSION BENEFITS COMMITTEE**

A Committee shall be established, composed of up to five representatives of the Administration and up to five representatives of the PTLFC, to investigate the feasibility of providing health care insurance coverage to PTLs, either through the New Jersey State Health Benefits Plan or an alternative program. This committee shall work diligently beginning with ratification and aim to present a report with recommendations to both parties within three to six months. The relative portions of the insurance premiums and administrative costs paid by the Administration or the PTLFC shall be negotiated. This committee shall also investigate the feasibility of making alternative pension options available to PTLs.

### **X - HEALTH AND SAFETY**

If a PTL believes that a safety problem exists, the PTL should report that concern in the first instance to the department chair or his/her designee or if that is not possible, to the Rutgers Environmental Health and Safety Department. If the University determines that a work site is unsafe, the PTL will not be required to teach at that site until the University declares the site to be safe.

### **XI - PROFESSIONAL DEVELOPMENT**

The University shall prepare a list of programs and resources at Rutgers relating to professional development and arrange to have such list attached to PTLs' appointment letters.

## **XII - MISCELLANEOUS**

A. During the year in which a PTL has an appointment, the PTL will be granted full library privileges accorded to University faculty and staff.

B. The current annual motor vehicle registration fee for PTLs wishing to register their vehicles for the use of surface campus parking facilities shall be the same \$18.00 (eighteen dollars) on all campuses, New Brunswick, Newark, and Camden regardless of bargaining unit status. Notice of this fee will be posted in the parking office on the three campuses. PTLs will be offered the option of payroll deductions for the parking fee in accordance with rules prescribed by the parking offices. Payroll deductions for parking fees will be pre-tax deductions in accordance with necessary procedures. Those PTLs who have been sent appointment letters shall be sent forms in the mail to register vehicles for the next year.

C. The PTLFC may request use of University space and equipment which is available for use by the general public by making application to the appropriate University office and following University procedures and pay structures.

D. The PTLFC may use the University's Duplicating and Mailing services following University procedures and pay structures.

E. The PTLFC may post notices to PTLs relating to official union matters on bulletin boards designated by departments for this purpose. Such notices shall conform in size to any departmental limitations.

F. The University shall provide the PTLFC, either within the database each term or separately, a list of all PTLs' email addresses where such information exists.

G. Every attempt shall be made to include PTLs in the Faculty/Staff Directory and every effort shall be made to provide the PTLFC with one hundred (100) copies of the directory, subject to availability.

## **XIII - MAINTENANCE OF STANDARDS**

University policy pertaining to mandatory negotiable subjects with respect to PTLs shall be maintained during the term of this Agreement.

## **XIV - TERM OF AGREEMENT**

This Agreement shall be effective upon ratification by the PTLFC membership, and shall be implemented as soon as possible after ratification. This Agreement shall remain in effect until June 30, 2003.