**ARTICLE XXIV**

**GENERAL WORK CONDITIONS**

1. Keys

Upon written request, the University shall provide bargaining unit members with a key to the building in which such person’s office and/or department is housed. Said key must be returned upon termination of employment with the University.

1. Offices

The University shall provide each full-time bargaining unit member with suitably equipped private office space and the necessary supplies for such person’s work. Such offices shall be constructed according to the plans mandated by Article XXIII, Section B of the 1991- 1994 Agreement between the University and the AAUP. Such offices shall be secure, subject to applicable engineering or regulatory requirements. Westminster faculty shall have priority for offices/studies in available space on the third floor of Erdman.

Where one-on-one instruction is required, appropriate space will be made available to full-time and adjunct faculty. Planning for future academic spaces shall meet the contractual requirements for full-time faculty offices and consider the needs of adjunct faculty, which shall be met to the extent that there is space available to do so.

The University recognizes the desirability of having offices for bargaining unit members that provide at least 110 square feet of usable office space and, where practicable, will achieve such a standard for any newly constructed offices.

Offices shall be equipped with a desk, chair, and such file cabinets, bookcases, and shelving as may be needed and as space permits. Requests for additional file cabinets, bookcases, and shelving shall be filled as soon as the requested materials can be provided by the University’s supplier. The University shall renovate and/or repair faculty offices, bathrooms, classrooms, and faculty lounges, as needed, based upon an annual assessment by the Director of Facilities. This assessment will be provided for information purposes to the FMC and AAUP. Requests of an emergency nature shall be made through the department chairperson and such requests, if justified, shall be immediately filled, even if funds are not available in the departmental budget. The parties both recognize the desirability of providing each full-time faculty member or full-time member of the professional athletic staff with a private office near their professional colleagues. The University shall furnish a list of all office assignments to the AAUP. The carrels in Moore Library shall be reserved exclusively for the use of the faculty. The University shall provide tuned pianos and appropriate sound system equipment for those faculty who have professional need for such equipment, including a tuned grand piano for all full-time faculty teaching applied piano courses.

As current users of faculty carrels in the Moore Library cease to require such carrels, each such carrel may be decommissioned and the space reallocated.

1. Parking

The University shall, during the term of this Agreement, maintain, without charge, parking areas for members of the bargaining unit, near or adjacent to the buildings in which bargaining unit members have their offices, in lots with appropriate gates and/or signage in accord with existing practice. The University shall provide at least as many parking spaces near or adjacent to these buildings as there are bargaining unit members with offices in those buildings. All bargaining unit members will be provided the means of access to faculty/staff parking lots on both campuses; full-time and priority adjunct bargaining unit members will be

provided permanent stickers, while other adjuncts will receive temporary permits while under contract.

During all times that classes are being taught, priority shall be given by Security to ticketing cars parked illegally in the faculty/staff parking lots, especially during the first three (3) weeks of classes in the spring and fall. Faculty lots shall be checked regularly thereafter and illegally parked cars ticketed. Repeat offenders shall be promptly towed. Bargaining unit complaints regarding illegally parked vehicles shall be handled promptly.

1. Lounges

The University shall provide and maintain for the use of bargaining unit members one (1) lounge in each building in which bargaining unit members have offices. The parties agree that the present lounge facilities, where they exist, in each of such buildings constitute compliance with the requirement for faculty lounges. The University shall provide for lounges in any future buildings in which bargaining unit members regularly perform their professional duties.

1. Dining Facilities

The University shall make reasonable efforts to maintain a dining room on the Lawrenceville campus as a dining facility for use by members of the bargaining unit and other employees of the University during the periods of University activity. The hours of this dining room will be such that faculty teaching classes around the lunch and dinner periods will have at least one (1) hour to use the room. The designated room may be used by other members of the University community, provided such use does not interfere with its availability and use by the members of the bargaining unit.

1. Secretarial Aid

There shall be one (1) secretary for each 20 full-time faculty members, and at least one

(1) secretary assigned to each building containing permanent faculty offices. The University shall provide the AAUP a list of such secretaries. Such secretaries shall be designated for the primary use by the faculty members and chairs. Where a secretary is designated for a department, the department chair is the manager with primary responsibility with regard to hiring, supervising, and evaluating the secretary. If a secretary is designated for more than one

(1) department, the Dean shall designate the supervisor. Where the secretary supports both bargaining unit faculty (which for purposes of this paragraph shall include department chairs) and members of the University administration, they shall prioritize work assigned by bargaining unit faculty.

1. University Equipment and Service
   1. Information Technology

The University shall provide each full-time bargaining unit member with either a desktop or laptop computer that meets the minimum computer standard established by the Information Technology Advisory Committee. The University shall replace obsolete academic and library computing facilities and upgrade them on an ongoing basis. The determination of

when such replacement or upgrading is necessary shall be made by the Associate Vice President for Information Technologies in consultation with the appropriate academic Dean(s) and the Information and Technology Advisory Committee. At a minimum, computers provided to faculty by the University will be replaced no less frequently than five (5) years from the date the computer is first put into use. No faculty member shall have a University-provided computer that does not meet the minimum operating standard as set by the then-current AAITC: Academic Affairs I.T. Committee.

A bargaining unit member designated by the AAUP Executive Committee shall be included on all committees established by the University to discuss information technology. The University shall provide each bargaining unit member upon start of employment with an account on the Rider network through which the bargaining unit member may utilize University computer services available to a full-time bargaining unit member.

* 1. The University’s goal is to provide each classroom with the technology appropriate to support the teaching and learning process. All classrooms will be equipped with shades or other means for darkening the room in order to allow the effective use of projection equipment.
  2. For classrooms without instructional technology required by the bargaining unit member assigned to that classroom, upon forty-eight (48) hours’ advance notice to OIT, the bargaining unit member shall have in the classroom a record player, an overhead projector, a computer projection system, a tape recorder, a slide or film projector and screen, and/or a video cassette/DVD player, a television monitor, and/or a compatible classroom to the extent such equipment is available. The University shall use its best efforts to provide such equipment on less than forty-eight (48) hours’ notice. Where departments and programs have indicated the need for specially equipped classrooms in their workload plan, the University shall make reasonable efforts to meet such requests. When there are more requests for such classrooms than there are such classrooms available, the University shall allocate the rooms in a fair and equitable manner. In cases where a department or program has requested such a classroom and such request cannot be met, the Dean shall return the workload plan to the department as specified in Article XXVII(C).
  3. Duplicating and Postal Services

Each member of the bargaining unit shall have adequate access to duplication equipment and postal service. On the Lawrenceville campus, in addition to the Duplicating Center, the University shall continue to provide and maintain satellite photocopying facilities with at least their current level of equipment in each building in which bargaining unit members have offices. At Westminster, the University will continue to

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maintain at least two (2) photocopy machines (at least at their current level of equipment) in Williamson Hall. The University will also provide duplicating equipment in each building in which bargaining unit members have offices, and will discuss selection of such duplicating equipment with the AAUP. All such equipment shall be upgraded at least once every five

(5) years. Duplicating equipment will be housed in such a way as to be available to faculty for at least one (1) hour prior to the first class of the day and at all times when classes are in session.

* 1. Cleaning

Offices, classrooms, laboratories, rest rooms, lounges, and hallways shall be kept in a clean and orderly condition. The regular cleaning schedule arranged by the University shall be adhered to. The University shall continue to provide, within each building where bargaining unit members regularly carry out their duties, an employee whose primary responsibility shall be to maintain such facilities in a clean and orderly state.

* 1. Telephones

Each full-time bargaining unit member’s office shall continue to be equipped with a telephone with its own extension number and voicemail. The University shall provide all adjunct bargaining unit members upon request with a private voice mailbox. Priority adjuncts will have continuing service; other adjunct bargaining unit members will have this service while under contract.

* 1. Classroom Facilities

The University shall provide safe classrooms and/or laboratories for each section of a course assigned to a bargaining unit member and shall continue its past practice of appropriately equipping such classrooms and/or laboratories. The maximum occupancy rates for all such classrooms and/or laboratories shall be clearly posted.

* 1. Mileage Rates

University vehicles, when available, may be used by members of the bargaining unit in fulfillment of their professional responsibilities, provided that requests for reservations for the use of such vehicles are made in advance and approved by the University. Except as set out hereafter, for any use of a private vehicle by a bargaining unit member, which use is approved by the University, such member shall be reimbursed at the then-prevailing Internal Revenue Service approved rate.

* 1. Copies of Journal Articles

Library personnel will copy and provide one copy of journal articles for bargaining unit members within forty-eight (48) hours of receiving a journal reference or citation. Requests for copies of articles from journals not subscribed to by the Rider University Libraries will be transmitted within forty-eight (48) hours of their receipt.

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1. Environmental Conditions
   1. Facilities Monitoring Committee

A joint Facilities Monitoring Committee is hereby established which will be comprised of two (2) members appointed by the AAUP Executive Committee, the Vice President for Finance or their designee (who shall convene the committee), the Assistant Vice President for Facilities Planning and Auxiliary Services or their designee, the Provost or their designee, and the Deans of the Norm Brodsky College of Business, College of Arts & Sciences, and College of Education and Human Services, or their designees. The committee shall review all proposals that would affect the availability, use, and/or allocation of academic space and the physical conditions of those spaces and make recommendations to the appropriate bodies on such proposals. The committee shall also monitor the general condition of campus academic buildings, facilities, and services and make recommendations with respect to building temperatures, parking regulations and restrictions, campus lighting, cleaning of campus buildings, availability of supplies, and campus conditions which affect the comfort and physical well-being of members of the bargaining unit. The University will promptly correct any conditions that endanger the health and safety of members of the campus community the committee will meet on a monthly basis during the academic year and at least once during the summer.

* 1. Temperature Range

Classrooms, offices, and laboratory temperatures shall normally be maintained within the range of 68°F to 75°F. When offices are not within this temperature range, faculty may cancel scheduled office hours until such time as the temperature is within the range, and where classrooms cannot be maintained within the range, the courses will be reassigned to another room, where possible, which can be maintained within this temperature range. Complaints in regard to this matter shall be transmitted to the Office of the Associate Vice President for Facilities Services and will be answered promptly.

* 1. Noise

The University shall continue to prevent, with rare exceptions, routine environmental maintenance activities, such as lawn mowing, bush trimming, leaf blowing, and vacuuming from occurring within the vicinity of classroom buildings during regularly scheduled class periods.

Efforts will be made to limit trash collection during these times as well. Complaints in regard to noise shall be transmitted to the Office of the Associate Vice President for Facilities Services.

1. University Stores

The University Stores and members of the bargaining unit will continue to adhere to the policy for ordering books agreed upon between the University and the AAUP. A copy of this policy will be provided to all faculty in each semester in which they are scheduled to teach. The respective Deans will consult with the appropriate University Store, from time to time, to assist in determining appropriate initial and follow-up book orders for courses, and will monitor the book-ordering process on an ongoing basis, advising of changes of which the Dean becomes aware. The University and the AAUP acknowledge their mutual commitment to making

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available to teaching faculty, on a timely basis, an adequate supply of books needed for instructional purposes. The University shall require any outside management company to conform in its management of the University Stores to all relevant sections of the present or any future agreements between the University and the AAUP. The University also agrees to require such management company to abide by any relevant award of an arbitrator. In fulfillment of this obligation, the University will use all of its rights and authority under its contract with such management company, up to and including termination of that contract. The University agrees not to alter the management of the University Store without prior discussion with the AAUP.

1. Students with Disabilities

The University will continue to abide by the most recent Learning Disability Policy and procedures passed by the UAPC. No bargaining unit member will be required to provide accommodations that waive or eliminate essential academic requirements. Bargaining unit members will be provided reasonable notice of any requested accommodation and the University shall provide the necessary equipment and professional support staff (including appropriately trained and unbiased graduate assistants) necessary for providing a reasonable accommodation for a student’s disability.

1. Faculty Benefit Information

The University shall post on its website a copy of this Agreement and provide the link to each member of the bargaining unit and to each candidate for a bargaining unit position interviewed on campus, and shall distribute a summary of employee benefits available to full- time bargaining unit members, which summary shall be prepared by the AAUP and agreed to by the parties. The University will also distribute all information concerning employee benefits required to be distributed by law. In addition, the University shall provide hard copies of the Agreement to the AAUP and individual bargaining unit members upon request.

1. December Pay Check

The University shall provide the final December pay check for all of December on or before December 23, whenever practicable.

1. Personnel Directory Listing

The University shall initiate a review of the several existing personnel-directory listings and implement a single consolidated and effective electronic directory.

1. Check Cashing

The University shall provide check-cashing facilities on both campuses. Bargaining unit members shall be entitled to cash checks in amounts up to $100, except during regularly scheduled non-check cashing periods during the year, which will be announced by the University on an annual basis.