

SETC - Unit 6

The purpose of this Tip is to insure compliance with certain provisions of the new Collective Bargaining Agreement (CBA) of the State Employees Trades Council (SETC), Unit 6 - Skilled Crafts. Unit 6 represents many of our employees in Facilities and Property Management. According to their CBA, normal bargaining unit work may include the maintenance, repair, remodel, minor renovations and minor construction of University facilities, where SETC represents the employees who do the work.

In addition to normal bargaining unit work, SETC employees may be assigned charge-back work and work funded by minor capital projects, and any other projects approved by the Facilities Manager. Although the actual work may look the same, the funding may be different thereby creating different responsibilities on the part of the University.

Steps to follow in typical situations:

Suppose a common area in your department hasn't been painted for years and it shows; it needs a coat of paint. This is normal bargaining unit work that will be performed in-house, generally at no charge to your department:

- Tell your Building Coordinator about the work, including all the details (deadline, location, etc.). Here's the link to our Building Coordinators: http://plopws.sfsu.edu/blgd_coordinators.html
- Building Coordinator submits an on-line Service Request: <http://plopws.sfsu.edu/> (Requests should not be emailed)

Urgent Service Requests may be submitted to the Customer Service Work Control Desk by phone, ext. 81568.

Emergency Service (example - a leak) should be called in ASAP!

If the Service Request isn't responded to in a reasonable period of time:

- Building Coordinator calls the Customer Service Work Control Desk, ext. 81568. If the request needs to be escalated, the Building Coordinator asks for the Service Desk Supervisor, Rajesh Varma.
- A Facilities Manager may also be contacted, depending on the type of service requested:
 - John Cahill, Manager, Ground Operations, ext. 86072
 - Chris Bennett, Maintenance Superintendent, ext. 83937
 - Delma Munoz, Director, Custodial Services, ext. 86780
 - Jon Skiles, Chief Engineer, ext. 87251

Steps to follow in atypical situations:

There may be times when you are unsure if the work will be performed in-house or contracted out. The University shall make every reasonable effort to perform normal bargaining unit work in-house, with consideration of the following factors:

- The availability of bargaining unit employees to perform the work;
 - Whether the available employees have the special skills and licensures to perform the work;
 - Whether the work can be completed within the time constraints of the project;
 - The availability of required material and/or equipment necessary to complete the project; and/or
 - The cost involved in performing the work in-house versus contracting out the work.
- Building Coordinator contacts Facilities Manager who will determine whether the work will be performed in-house. If contracted, Facilities Manager will assist with the required union notification, prior to the start of the work circumstances permitting.

Charge-back work or work funded by minor capital projects may also be assigned to bargaining unit employees and, as above:

- Building Coordinator contacts Facilities Manager who will determine whether the work will be performed in-house. Formal notification of contracting is not required with this type of work, however, we intend to have a conversation take place to inform the union.

To insure compliance and avoid grievances, we strongly suggest that you or the Building Coordinator contact Labor Relations: Bryan Kauffman, ext. 53672, Diane Rosenfield, ext. 54371, or Stephen Blecha, ext. 86863, for guidance regarding any situations or work about which you have questions.