

Some Departments Including ASF Members. . .

Admissions
Advising & Retention
Alumni Affairs
Athletics
Career Services
Children's Center
COMTEC
Cultural Diversity
E-Learning
Financial Aid
Grants & Sponsored Projects
Health Services
Housing & Residence Life
Institutional Research
International Services
Intramural Sports
Outreach & Continuing Education
Publications
Registrars
Retiree Center
Security
Student Support Services
Student Union/Student Activities
University Advancement
University Communications
Wellness Center

2008-2010 Local Executive Board

President: Alicia Reed
Past President: Nancy Peterson
Vice President: Sarah Olcott
Secretary/Treasurer: Jenny Lamberson
Negotiations Representative: Vicki Decker
Legislative Representative: Jill Quandt
Meet & Confer Member-at-Large: Barbara Oertel

ASF State Board Officers

President: Shahzad Ahmad—St. Cloud State
Past President: John Ferden—Winona State
Vice President: Barbara Oertel—Winona State
Treasurer: Michael Hodapp—MSU-Mankato
Secretary: James Anderson—Moorhead
Grievance Officer: Rich Wheeler—MSU-Mankato
Teamsters Business Agent: Kari Seime

**Contact Jenny
Lamberson (Secretary/
Treasurer) at 457-2963
for more information on
becoming a
member of ASF.**

<http://www.winona.edu/msuaasf/MSUAASF-WSU.htm>

Winona State University Administrative and Service Faculty (ASF)



Affiliated with Local 320 of the
Minnesota Teamsters Public & Law
Enforcement Employees Union

2008-2010 Membership Meetings

Our meetings are the first Tuesday of the month at 8:30am. Exceptions to the regular meeting time or location are noted. Individuals may request an ITV hook-up to University Center Rochester.

2008-2009	2009-2010
*July	*July
August 5	August 4
**September 2	**September 1
October 7	October 6
November 4	November 3
December 2	December 1
January 6	January 5
February 3	February 2
March 3	March 2
April 7	April 6
May 5	May 4
June 2	June 1

*There is no July meeting..

**The September meetings are typically a pizza luncheon at 11:45am.

Meet & Confer Meetings

The Executive Board meets with the University President and Vice Presidents once a month to discuss issues pertinent to the ASF membership.

Highlights from the ASF Contract Holidays

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day*
- Wednesday Before Thanksgiving (Official Floating Holiday Instead of President's Day)
- Thanksgiving Day
- Friday After Thanksgiving
- Work Day Preceding Christmas Day
- Christmas Day

*(May be an alternate day)

Personal Days

You can apply for up to 4 days of personal leave per year.

Vacation

12-month employees can earn per pay period:

- 0-8 years 6.75 hours
- 9-15 years 7 hours
- 16-20 years 7.5 hours
- 21-25 years 8 hours
- 26-30 years 8.5 hours
- 31 years and more 9 hours

Less than 12-month employees may elect either the academic term vacation schedule or prorated schedule. Unused vacation leave must be reduced to 272 hours or less during the fiscal year.

Sick Leave

New full-time employees shall be credited with 120 hours of sick leave to cover the first 30 pay periods. Beginning with the 31st pay period, employees earn 4 hours per pay period.

Professional Development Funds

All employees working on July 1 (start of the new fiscal year) will receive a sum of money for travel or professional development. These funds may be used for professional memberships, books, journals, electronic subscriptions and software as well as travel expenses for conferences, workshops, or courses.

Professional Improvement Funds

Twice a year employees can apply for additional funds through a competitive process for the purpose of professional improvement, ASF member development, staff training, and similar kinds of development programs for ASF members. These funds are approved by the President of the university.

Tuition Waivers

Employees can enroll in up to 27 semester credits per fiscal year on a space available basis. This benefit can be used by the employee, spouse, or dependent children up to 25 years of age.

Full Member vs. Fair Share Member

Membership dues are 2.5 times the equivalent hourly pay rate per month. 85% of the dues goes to the Teamsters to offset negotiation costs. The additional 15% goes to support our state and local units.

Fair Share members must pay 85% of the dues that goes to Teamsters and do not have the opportunity to become involved. However, by electing to become a full share member, you have the opportunity to:

- Participate in All-University committees
- Participate in search committees
- Participate in State committees
- Have a voice in the negotiation and contract approval processes
- Receive notification of monthly meetings and meeting minutes
- Receive invitations to special events such as the summer picnic and holiday gathering