

TENTATIVE AGREEMENT
BETWEEN
STATE UNIVERSITY ORGANIZATION OF ADMINISTRATIVE FACULTY
AND
BOARD OF REGENTS FOR HIGHER EDUCATION

10.5.4 Position Action Request Procedure

When Management establishes or modifies a SUOAF position, the following procedure shall be followed:

- 1) Upon approval of a job description by the CSU CHROs, the University Chief Human Resources Officer (CHRO) or designee shall send a request by email to the SUOAF Chapter President and SUOAF Local President designee. Attachments shall include the new position description document (and signed copy of former position description, if applicable), the date of CSU CHRO approval, and any additional relevant information, such as rationale for position action and identity of incumbents (if any) to whom the new/modified description will apply.
- 2) Statewide SUOAF review shall occur, not to exceed 10 working days after receiving documents and information in step# 1 of this procedure. Further negotiation may occur during this time prior to final Union approval. Upon such approval, SUOAF Local President designee shall sign and return the position description by email to the initiating CHRO or designee.
- 3) If no further issues, CHRO or designee shall sign and return position description by email to SUOAF Chapter President and SUOAF Local President designee.
- 4) Minor changes may be affected by appropriate phone or email consultation, followed by applicable edits and new signatures. If significant changes are required, documents shall be returned at step# 1 of this procedure.

Unresolved disputes shall be subject to the Grievance Procedure.

Appendix B

~~SUOAF AFSCME POSITION ACTION REQUEST FORM AND PROCEDURES~~

~~Position title &~~

~~rank: _____~~

~~University: _____ Date: _____~~

~~Level 1, Day 0 — Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.~~

~~Initiating president or designee _____~~

~~Date presented to univ. SUOAF rep. _____~~

~~SUOAF univ. review & recom. by _____~~

~~Date of SUOAF university review _____~~

~~The above mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: _____~~

~~**Level 2, Not to exceed 10 working days after receipt**—Statewide SUOAF review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University Chief Human Resources Officer or designee.~~

~~SUOAF Local Pres./desig.: _____ Date: _____
Disposition at SUOAF Local level: ☐ approve proposed rank & salary
☐ disapprove proposed rank & salary~~

~~Comments or recommendations:~~

~~Date returned to Univ. Chief Human Resources Officer: _____~~

~~**Level 3, Not to exceed 10 working days after receipt**—Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.~~

~~Date considered by CER: _____
Disposition at Council Level: ☐ approve ☐ disapprove
Comments or Recommendations:
Chancellor/desig.: _____ Date: _____~~

~~The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.~~

For the Board of Regents

Christopher Wethje Nov 14, 2025

Chief Spokesperson Date
Christopher T. Wethje

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel Nov 14, 2025
Kelly Rommel (Nov 14, 2025 15:43:34 EST)

Chief Spokesperson Date
Kelly Rommel

BOARD PROPOSAL #12

Article 12 – Administrative Faculty Appointments

12.1 The President/Chancellor **or designee** shall appoint members of the administrative faculty and report such appointments to the Board of Regents. Before making such appointments, the President/Chancellor or designee shall consult appropriate administrative faculty member(s), designated by the Union, provide the Union with an opportunity to receive information and offer input regarding salary and prior system service credit, and notify the Union when such appointments are made.

The letter of appointment shall contain:

- beginning and ending dates of appointment;
- class (full-time, part-time);
- rank and salary;
- special conditions of employment;
- title of immediate supervisor/evaluator;
- a statement of the nature of the appointment (temporary, term, etc.) and appropriate notice provisions.

In addition, a copy of the position description shall be enclosed.

Provisions of this Section are not grievable.

TENTATIVE AGREEMENT

Christopher Wetzel

For the Board of Regents

04/08/2025

Date

Kelly A. Rommel

Kelly A. Rommel (Apr 9, 2025 08:18 EDT)

For SUOAF

04/09/2025

Date

ARTICLE 15 – CONTINUING APPOINTMENT

15.8 Emeritus status shall be awarded to administrative faculty members holding continuing appointment at the University recommending the title who have retired in accordance with the provisions of State Statutes. Emeritus status is awarded by the Board of Regents upon recommendation by the University President. Emeriti shall be accorded at least the following privileges: desk space if available, full use of the library, catalog listing, a printed certificate, professional use of the title, invitations to University functions, course privileges available pursuant to Article 22 and inclusion on the mailing list for all University publications. **Emeritus status may be posthumously bestowed.**

For the Board of Regents

Christopher Wethje

Nov 14, 2025

Chief Spokesperson
Christopher T. Wethje

Date

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel

Nov 14, 2025

[Kelly Rommel \(Nov 14, 2025 15:43:34 EST\)](#)

Chief Spokesperson
Kelly Rommel

Date

Article 17 – Working Conditions

17.6 Closing/Delayed Opening

When any condition forces the closing or interruption of normal University operations, the President or his/her designee shall provide notice of such condition as soon as possible to the administrative faculty. Employee health and safety shall be a consideration in the President's decision to curtail or to delay University operations.

If the President officially closes the University, administrative faculty members shall not report for work. If the President issues a delayed opening of the University, administrative faculty members shall report to work at the designated time. When classes are cancelled, members are expected to report on the same basis as other non-instructional personnel. However, when an employee reasonably believes that he/she is unable to come to work because of hazardous driving conditions, he/she shall charge the absence to personal or vacation time and shall make every reasonable effort to contact the supervisor. In any of these situations, it is understood that essential personnel may still be called to work. **Employees authorized to telework shall be required to telework during their regular work hours on a day when offices are closed or a delayed opening is issued if the impacted day of the week is one in which the employee is regularly scheduled to telework.**

For the Board of Regents

Christopher Wethje

Nov 14, 2025

Chief Spokesperson
Christopher T. Wethje

Date

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel

Nov 14, 2025

[Kelly Rommel \(Nov 14, 2025 15:43:34 EST\)](#)

Chief Spokesperson
Kelly Rommel

Date

BOARD PROPOSAL #21

Article 20 – Discipline

20.3.2 Abandonment Members who both fail to meet their assigned duties and to report their absence for more than ~~ten (10)~~ **six (6)** consecutive work days may be deemed to have abandoned their employment absent extenuating circumstances, **provided the Union is notified as soon as possible, but in no case less than three (3) work days prior to the declaration of abandonment.**

For the Board of Regents

Christopher Wethje

Nov 14, 2025

Chief Spokesperson
Christopher T. Wethje

Date

For SUOAF-AFSCME
Council 4, Local 2836

Kelly Rommel

Nov 14, 2025

[Kelly Rommel \(Nov 14, 2025 15:43:34 EST\)](#)

Chief Spokesperson
Kelly Rommel

Date

MODIFIED UNION PROPOSAL #4

ARTICLE 22 PROFESSIONAL GROWTH

22.2. Course Privileges

22.2.1 Subject to the approval of the receiving Connecticut State University, administrative faculty members shall be allowed to register for courses on a space available basis provided that such coursework does not interfere with the member's employment obligations. The tuition, University General Fee and State University Fee for courses undertaken shall be waived for all members of the bargaining unit.

The parties agree to participate in continuing efforts to access courses and programs offered by other Connecticut institutions of higher education on a tuition-free basis.

22.2.2 Emeritus members, as well as spouses and unmarried children under the age of 25, of bargaining unit members may take courses on a space available basis without paying tuition and the State University Fee at any University within the system. **These course privileges shall also be available to spouses and dependents surviving a member who became deceased during active employment and who had accumulated ten (10) years of service in the University system, provided the spouse and/or dependent was actively enrolled at one of the Connecticut State Universities at the time of the employee's passing.**

22.6 Professional Development Funds

In addition to funds budgeted normally for such purposes, the sum of \$25,000 shall be available annually for the purpose of funding professional development activities for members of the bargaining unit. The Board shall have full and final authority of the Chief Human Resources Officer on each university and the Chancellor, or designee, in the System Office. No one individual shall receive more than ~~\$1500~~ **\$2500** in a contract year. Expenses of members required to travel on University business shall not be charged to this fund. Funds appropriated in one fiscal year and not expended shall carry over into the next fiscal year. Decisions concerning allocation and expenditure of said funds shall not be grievable.

For the Board of Regents

Christopher T. Wethje Dec 16, 2025

Chief Spokesperson Date
Christopher T. Wethje

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel Dec 16, 2025
Kelly Rommel (Dec 16, 2025 09:57:13 EST)

Chief Spokesperson Date
Kelly Rommel

Off the Record Proposal #5

UNION PROPOSAL #5

ARTICLE 24 - LEAVES WITH PAY

24.2.10 Sick Leave Bank

A sick leave bank is established for use by bargaining unit members who have exhausted their accumulated sick leave and who have a catastrophic and/or extended illness. The bank shall be established by a mandatory contribution of four (4) days of accumulated sick leave from each member and maintained at a minimum of four days per member after the first year of institution. New members shall be eligible for the sick leave bank and all member's initial contribution will be made on January 1st following their date of hire. Additional contributions shall be made as necessary. Upon retirement, a member's contributions of sick days made to the bank less any days taken from the bank shall be returned to his/her accumulated credit for the purpose of computing compensation for unused sick leave. Such days shall not be returned if an individual has accrued 240 sick days.

24.2.10.1 When a member has a catastrophic and/or extended illness which has exhausted his/her sick leave, and has subsequently used up to a maximum of thirty (30) days of vacation time (if accumulated) immediately preceding eligibility for the sick leave bank, a request for use of the bank may be made to the local Chief Human Resources Officer who shall forward the application to the Sick Leave Bank Committee.

24.2.10.2 The sick leave bank shall be administered by a Committee consisting of four members designated by the Board to serve at its discretion and four members designated by the Union to serve at its discretion. The Sick Leave Bank Committee shall determine a member's eligibility for use of the bank and the amount of leave to be granted, considering his presentation of adequate medical evidence of catastrophic and/or extended illness and his prior utilization of all accrued sick leave. The decision of this Committee regarding eligibility and entitlement shall be final and binding and not subject to grievance or appeal.

24.4 Vacations

24.4.1 ~~After six (6) months of continuous employment at the University, f~~Full-time administrative faculty members employed on a 10-month basis are entitled to a total of 18.33 working days (128.333 working hours) of vacation accrued at the rate of 1.833 (12.8333 hours) days per calendar month of service.

~~After six (6) months of continuous employment at the University, p~~Part-time administrative faculty members employed on a 10-month basis are entitled vacation accrued at the rate of 1.833 (12.8333 hours) days per calendar month of service multiplied by the following fraction: the number of hours worked per week divided by 35.

~~After six (6) months of continuous employment at the University, f~~Full-time administrative faculty members employed on a 12-month basis are entitled to a total of twenty-two (22) working days (one hundred fifty-four [154] working hours) of vacation each calendar year accrued at the rate of 1.833 days (12.8333 hours) per calendar month of service.

~~After six (6) months of continuous employment at the University, p~~Part-time administrative faculty members employed on a 12-month basis are entitled to vacation accrued at the rate of 1.833 days (12.8333 hours) per calendar month of service multiplied by the following fraction: the number of hours worked per week divided by 35.

24.8 Sabbatic Leaves

Sabbatic leaves are granted only for the benefit and advancement of the Connecticut State University and must be for purposes of scholarly and creative endeavors that enhance the member's professional competence. Upon the completion of six (6) years of full-time service, a member is eligible to be considered for sabbatic leave. After a sabbatic leave, a member becomes eligible for another such leave after the completion of an additional six (6) years of full-time service. Waivers of these time periods may be granted at the President's discretion.

The number of sabbatic leaves available each year is limited and depends upon the availability of funds. Leaves are granted without regard to seniority or to the number of years a member has been eligible for sabbatic. Written proposals for sabbatic leaves shall be submitted as prescribed by the particular University. Each proposal will be judged on its merits through a process proposed by the University Senate and approved by the University President.

Note: The Union agrees to withdraw its proposal to expand the sick leave bank committee and create a SUOAF sabbatic committee as part of Union proposal #5 in exchange for the BOR's agreement to the Union's proposal to eliminate the 6-month waiting period to use accrued leave.

For the Board of Regents

Christopher Wethje 04/30/2025

Chief Spokesperson Date
Christopher T. Wethje

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel 4/30

Chief Spokesperson Date
Kelly Rommel

Signature: Kelly Rommel
Kelly Rommel (Apr 30, 2025 13:14 EDT)

Email: krommel@council4.org

Signature: Christopher Wethje

Email: cwethje@ccsu.edu

24.3.1 Administrative faculty members shall be granted time off with pay for the following holidays if these holidays fall within their work year:

New Year's Day

Juneteenth

Martin Luther King Day

Independence Day

Lincoln's Birthday
(Observed Friday preceding
Washington's Birthday)

Labor Day

Washington's Birthday

Day before Thanksgiving

~~Day of Prayer~~ **Good Friday**

Thanksgiving Day and following Friday

Memorial Day

Christmas Day

For the Board of Regents

**For SUOAF-AFSCME
Council 4, Local 2836**

Christopher Wethje

Nov 14, 2025

Chief Spokesperson
Christopher T. Wethje

Date

Kelly Rommel

Nov 14, 2025

[Kelly Rommel \(Nov 14, 2025 15:43:34 EST\)](#)

Chief Spokesperson
Kelly Rommel

Date

BOARD PROPOSAL #28

Article 28 – Retrenchment

28.3 Within ten (10) calendar days, the President/Chancellor shall give notice by **read receipt email ~~certified mail~~ or hand delivered** to members whose positions, as described in Article 10.1, are to be retrenched. Copies of all notifications shall be sent to the SUOAF-AFSCME Chapter and Local Presidents.

For the Board of Regents

<i>Christopher Wethje</i>	Nov 14, 2025
_____ Chief Spokesperson Christopher T. Wethje	_____ Date

**For SUOAF-AFSCME
Council 4, Local 2836**

<i>Kelly Rommel</i>	Nov 14, 2025
<u>Kelly Rommel (Nov 14, 2025 15:41:42 EST)</u>	_____ Date
_____ Chief Spokesperson Kelly Rommel	

Article 28 – Retrenchment

28.6 For a period of thirty–six (36) months following retrenchment, no position eliminated under this article shall be re-established and filled in the same department or similar program in another department on either a full-time or FTE part-time basis until at least three (3) years have elapsed, unless the person who was separated and is qualified as determined by the job qualifications after consultation with the department has been offered reappointment and has not accepted it. Offers of reappointment shall be in inverse order of separation and shall be sent by ~~e-mail registered mail, return read~~ receipt requested, to the address last filed with the President. Failure to accept an offer within thirty (30) days of the time it was mailed by the University shall be taken to mean that the offer is rejected, and the President shall be free to offer the position to another person.

For the Board of Regents

<i>Christopher Wethje</i>	Nov 14, 2025
_____ Chief Spokesperson Christopher T. Wethje	_____ Date

**For SUOAF-AFSCME
Council 4, Local 2836**

<i>Kelly Rommel</i>	Nov 14, 2025
Kelly Rommel (Nov 14, 2025 15:41:42 EST)	
_____ Chief Spokesperson Kelly Rommel	_____ Date

BOARD PROPOSAL #36

Article 29 – Compensation

29.1 Provisions consistent with the SEBAC Framework (economic):

- A. The salary schedule for contract year 202~~15~~ - 202~~26~~ shall be as follows:

<u>Admin.</u> <u>Rank</u>	<u>MINIMUM</u>		<u>MAXIMUM</u>	
	<u>Biweekly</u>	<u>Annual</u>	<u>Biweekly</u>	<u>Annual</u>
<u>I</u>	<u>\$1,819.19</u>	<u>\$47,481</u>	<u>\$3,364.63</u>	<u>\$87,817</u>
<u>II</u>	<u>\$2,304.29</u>	<u>\$60,142</u>	<u>\$3,985.34</u>	<u>\$104,017</u>
<u>III</u>	<u>\$2,789.44</u>	<u>\$72,804</u>	<u>\$4,606.13</u>	<u>\$120,220</u>
<u>IV</u>	<u>\$3,274.50</u>	<u>\$85,464</u>	<u>\$5,226.89</u>	<u>\$136,422</u>
<u>V</u>	<u>\$3,759.64</u>	<u>\$98,127</u>	<u>\$5,847.68</u>	<u>\$152,624</u>
<u>VI</u>	<u>\$4,244.75</u>	<u>\$110,788</u>	<u>\$6,468.44</u>	<u>\$168,826</u>
<u>VII</u>	<u>\$4,729.85</u>	<u>\$123,449</u>	<u>\$7,089.23</u>	<u>\$185,029</u>
<u>Admin.</u> <u>Rank</u>	<u>MINIMUM</u>		<u>MAXIMUM</u>	
	<u>Biweekly</u>	<u>Annual</u>	<u>Biweekly</u>	<u>Annual</u>
<u>I</u>	<u>\$1,525.50</u>	<u>\$39,815</u>	<u>\$2,821.43</u>	<u>\$73,639</u>
<u>II</u>	<u>\$1,932.29</u>	<u>\$50,432</u>	<u>\$3,341.96</u>	<u>\$87,225</u>
<u>III</u>	<u>\$2,339.12</u>	<u>\$61,051</u>	<u>\$3,862.54</u>	<u>\$100,812</u>
<u>IV</u>	<u>\$2,745.86</u>	<u>\$71,666</u>	<u>\$4,383.06</u>	<u>\$114,397</u>
<u>V</u>	<u>\$3,152.68</u>	<u>\$82,284</u>	<u>\$4,903.65</u>	<u>\$127,985</u>
<u>VI</u>	<u>\$3,559.48</u>	<u>\$92,902</u>	<u>\$5,424.19</u>	<u>\$141,571</u>
<u>VII</u>	<u>\$3,966.28</u>	<u>\$103,519</u>	<u>\$5,944.75</u>	<u>\$155,157</u>

- B. All members will receive a one-time special lump sum payment of
C. \$2,500, which will be payable as soon as practicable upon General Assembly approval. The effective date and retro date is 3/31/22. This payment will be pro-rated for part-time members.

- D.B. In lieu of the usual method for salary determination, pursuant to SEBAC discussions, each continuing member shall receive a 4.5 percent (4.5%) increase in salary for FY226 effective 7/1/25 for the pay period including 7/1/21. Employees who are employed as of the date of legislative approval of the agreement who left in good standing with 10 years or more of service, or who retired after 7/1/21, will be eligible for the retroactive payment through their date of departure.

E.C. The salary schedule for contract year 202~~26~~²⁷ - 202~~37~~³⁸ shall be as follows:

Admin. Rank	MINIMUM		MAXIMUM	
	Biweekly	Annual	Biweekly	Annual
I	\$1,901.05	\$49,617	\$3,516.04	\$91,768
II	\$2,407.98	\$62,848	\$4,164.68	\$108,698
III	\$2,914.96	\$76,080	\$4,813.41	\$125,630
IV	\$3,421.85	\$89,310	\$5,462.10	\$142,561
V	\$3,928.82	\$102,542	\$6,110.83	\$159,492
VI	\$4,435.76	\$115,773	\$6,759.51	\$176,423
VII	\$4,942.69	\$129,004	\$7,408.24	\$193,355
Admin. Rank	MINIMUM		MAXIMUM	
	Biweekly	Annual	Biweekly	Annual
I	\$1,594.15	\$41,607	\$2,948.40	\$76,958
II	\$2,019.25	\$52,702	\$3,492.35	\$91,159
III	\$2,444.39	\$63,798	\$4,036.36	\$105,348
IV	\$2,869.43	\$74,892	\$4,580.30	\$119,545
V	\$3,294.56	\$85,988	\$5,124.32	\$133,744
VI	\$3,719.66	\$97,083	\$5,668.28	\$147,942
VII	\$4,144.77	\$108,178	\$6,212.27	\$162,149

F. All members will receive a one-time special lump sum payment of \$1,000 effective 7/14/22. This payment will be pro-rated for part-time members.

G.D. In lieu of the usual method for salary determination, pursuant to SEBAC discussions, each continuing member shall receive a 4.5 percent (4.5%) increase in salary for FY2~~37~~³⁸ effective 7/1/22 for the pay period including 7/1/22.

H.E. The salary schedule for contract year 202~~37~~³⁸ - 202~~48~~⁴⁹ shall be as follows:

Admin. Rank	MINIMUM		MAXIMUM	
	Biweekly	Annual	Biweekly	Annual
I	\$1,986.60	\$51,850	\$3,674.26	\$95,898
II	\$2,516.34	\$65,676	\$4,352.09	\$113,589
III	\$3,046.14	\$79,504	\$5,030.01	\$131,283
IV	\$3,575.83	\$93,329	\$5,707.90	\$148,976
V	\$4,105.62	\$107,157	\$6,385.82	\$166,670
VI	\$4,635.37	\$120,983	\$7,063.69	\$184,362
VII	\$5,165.11	\$134,809	\$7,741.61	\$202,056
Admin. Rank	MINIMUM		MAXIMUM	
	Biweekly	Annual	Biweekly	Annual
I	\$1,665.89	\$43,479	\$3,081.08	\$80,416
II	\$2,110.12	\$55,074	\$3,649.51	\$95,252
III	\$2,554.39	\$66,669	\$4,218.00	\$110,089
IV	\$2,998.56	\$78,262	\$4,786.42	\$124,925
V	\$3,442.82	\$89,857	\$5,354.92	\$139,763
VI	\$3,887.05	\$101,452	\$5,923.36	\$154,599
VII	\$4,331.29	\$113,046	\$6,491.83	\$169,436

I.F. In lieu of the usual method for salary determination, pursuant to SEBAC discussions, each continuing member shall receive a 4.5 percent (4.5%) increase in salary for FY2~~48~~⁴⁹ effective

~~7/1/27~~the pay period including ~~7/1/23~~.

~~J.G.~~ There will be a reopener on wages only during the fourth and final year of the agreement
(~~7/1/24~~⁸ - 6/30/2~~5~~⁹).

For the Board of Regents

Christopher Wethje

Mar 31, 2026

Chief Spokesperson
Christopher T. Wethje

Date

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel

Mar 31, 2026

Kelly Rommel (Mar 31, 2026 10:51:21 EDT)

Chief Spokesperson
Kelly Rommel

Date

BOARD PROPOSAL #31

Article 30 – Fringe Benefits

30.7 Accounting of Benefits

Each member of the bargaining unit shall be provided, upon request, ~~before August 1~~ with a confidential written accounting ~~as of June 30 of that year~~ giving his/her current status on the following items:

- amount of cumulative annual vacation and sick leave;
- current salary;
- years of credit toward longevity payment;
- years of eligibility for next sabbatic leave;
- termination date for members on term contracts;
- years of credit applicable toward continuing appointment.

~~Each member of the bargaining unit shall be notified no later than November 15 of the extent to which vacation accruals exceed the maximum permitted.~~

For the Board of Regents

Christopher T. Wethje

Chief Spokesperson Date
Christopher T. Wethje

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel

Kelly Rommel (Dec 16, 2025 09:57:13 EST)
Chief Spokesperson Date
Kelly Rommel

ARTICLE 31 -RESIGNATION

An administrative faculty member may resign at any time, provided that three (3) weeks' written notice is given for members below the rank of VI. For members holding an administrative rank VI or higher, six (6) weeks' written notice is required. ~~Failure to give such notice will result in forfeiture of two (2) weeks pay~~ **For each work day less than the required notice, employees at the rank of Admin I–V shall forfeit one day of vacation pay (fifteen (15) days maximum), and employees at the rank of Admin VI or higher forfeit up to one day of vacation pay (thirty (30) days maximum), unless explicitly waived by the University President.**

For the Board of Regents

Christopher Wethje

Dec 16, 2025

Chief Spokesperson
Christopher T. Wethje

Date

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel

Dec 16, 2025

[Kelly Rommel \(Dec 16, 2025 09:57:13 EST\)](#)

Chief Spokesperson
Kelly Rommel

Date

Tentative Agreement

BOARD PROPOSAL #35

Administrative Faculty Evaluation Annual Form

Name: _____ Date: _____

Position Title & Rank: _____

Period covered by evaluation: From _____ To _____

An assessment of the administrative faculty member's performance based on his/her established job description, additional duties pursuant to Section 10.6, special projects pursuant to Section 16.4, as well as last year's performance goals are to be given for each of the five general areas listed below.

When the **Overall Evaluation** is unsatisfactory, it must be accompanied by a written performance improvement plan that is shared with Human Resources. (Human Resources will provide a copy of Unsatisfactory evaluations to the Union per Article 19.5.)

Key: Excellent – Consistently exceeds expectations
 Good – Occasionally exceeds expectations
 Satisfactory – Meets expectations and requirements
 Needs Improvement – Partially meets expectations, requires further development to meet full potential
 Unsatisfactory – Does not meet expectations or requirements of the role and needs significant improvement

Employee shall provide a brief description of activities and accomplishments during the evaluation period and may attach any supporting documents, including certificates or credentials attained.

1. **Demonstrated knowledge and effective application of professional skills in the field worked** (including knowledge about area of responsibility, competence in handling responsibilities of the position, and the ability to make effective decisions and plan effectively, staying abreast of and adapting to new developments in the field of work and/or technology).

The rating for this area is:

Excellent

☐

Good

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

☐

Comments (required):

2. **Willingness and ability to work constructively with students, University personnel and the general public** (including effective communication and ability to act fairly and objectively, be accessible, approachable, have sound working relationships, and demonstrate civility, teamwork, and exhibit strong interpersonal skills).

The rating for this area is:

Excellent

☐

Good

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

☐

Comments (required):

3. **Quality of work** (including exercising sound judgment, demonstrating initiative and creativity, accuracy, detail-oriented, completion of work/tasks in a timely manner, consistency, and/or follow-through).

The rating for this area is:

Excellent

☐

Good

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

☐

Comments (required):

4. **Activities demonstrating professional growth and achievement** (including professional development, improvement of knowledge and competence, remaining current and active in area worked. Acceptance of constructive criticism and suggestions and changing performance methods or techniques when essential to position).

The rating for this area is:

Excellent

☐

Good

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

☐

Comments (required):

5. Quality of participation and professional judgment in University and/or system wide activities including committee work and/or advisory service to students and professional colleagues, and similar contributions (including participation on search committees)..

The rating for this area is:

Excellent

☐

Good

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

☐

Comments (required):

The overall performance assessment for the evaluation period is:

Excellent

☐

Good

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

☐

Comments (required). Supervisor shall include areas of strength as well as areas for improvement. Reminder: Overall Unsatisfactory rating must be accompanied by a Performance Improvement Plan.

***Prior to award of continuing appointment, positive evaluations do not ensure renewal of appointment.**

Performance Goals for Next Evaluation Period (a minimum of 3 goals must be provided) These goals should be mutually established by both the supervisor and employee and shall include a metric as well as an anticipated deadline to complete the goal.

Goal #1:

Goal #2:

Goal #3:

Goal #4:

Goal #5:

Prepared by (evaluator) _____ Date _____

1st level of Management (outside of the bargaining unit):

_____ Date _____

Comments (if any): _____

Provost/VP/AVP/Chief (if different from 1st level of management outside of bargaining unit):

_____ Date _____

Acknowledged by (evaluee) _____ Date _____

Note: Pursuant to Section 19.3.3, signature by the evaluatee shall constitute acknowledgment of receipt of the evaluation and does not constitute agreement with the contents of the evaluation. Pursuant to Section 19.3.4, the evaluatee may provide written comment to the evaluation within ten (10) work days of receipt. If the evaluatee provides written comment, a copy shall be sent to the supervisor, Management Official, and Human Resources for inclusion in the personnel file.

For the Board of Regents

Christopher Wethje

05/28/2025

Chief Spokesperson
Christopher T. Wethje

Date

**For SUOAF-AFSCME
Council 4, Local 2836**

Kelly Rommel

[Kelly Rommel](#)

Chief Spokesperson
Kelly Rommel

Date

Article 38 – Duration of Agreement

This Agreement shall be effective as of the 1st day of July ~~2021-2025~~, and shall remain in full force and effect up to and including the 30th day of June ~~2025~~ **2029**.

Remaining Contract Proposals

All proposals by both parties that have not been settled via this signed Tentative Agreement (TA) are considered withdrawn.

This agreement is subject to approval of the Board of Regents, membership ratification, and approval of the legislature pursuant to Connecticut General Statutes Section 5-278.

In witness whereof, the parties have affixed their signatures as duly authorized collective bargaining agents.

Christopher Wethje

For Board of Regents

Mar 31, 2026

Date

Lisa Marie Bigelow

[Lisa Marie Bigelow \(Mar 31, 2026 13:09:32 EDT\)](#)

**For SUOAF-AFSCME, Local 2836
Local President**

Mar 31, 2026

Date

Kelly Rommel

[Kelly Rommel \(Mar 31, 2026 12:49:12 EDT\)](#)

**For SUOAF-AFSCME, Local 2836
Council 4 Staff Representative**

Mar 31, 2026

Date

SUOAF-TA-2026.v2

Final Audit Report

2026-03-31

Created:	2026-03-31
By:	Christopher Wethje (cwethje@ccsu.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAApUkkC14GG3bn9UHoSKD6DKuNZPvzEaLQ

"SUOAF-TA-2026.v2" History

-  Document created by Christopher Wethje (cwethje@ccsu.edu)
2026-03-31 - 4:46:04 PM GMT- IP address: 149.152.23.48
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-  Signer krommel@council4.org entered name at signing as Kelly Rommel
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-  Signer lisa.bigelow@suoaf.org entered name at signing as Lisa Marie Bigelow
2026-03-31 - 5:09:30 PM GMT- IP address: 149.152.23.100
-  Document e-signed by Lisa Marie Bigelow (lisa.bigelow@suoaf.org)
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Agreement completed.

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