

## Minnesota State University Association of Administrative & Service Faculty

### What is ASF?

ASF stands for Administrative and Service Faculty. It is the collective bargaining association representing non-teaching faculty who serve in professional positions at the seven state universities within the Minnesota State Colleges and Universities System.

Our members work in academic and student-oriented departments such as admissions, advising, cultural diversity, financial aid, fundraising, grants, health services, institutional research, intramurals, program administration, registrar office, residential life, student

affairs, student services, student union and sports information. We are often primary contacts for students enrolling at university campuses in Bemidji, Mankato, Marshall, Moorhead, St. Cloud, the Twin Cities, and Winona.

ASF is dedicated to the recruitment and retention of students, the promotion of excellence in learning and to students achieving ultimate success. We take pride in our professionalism, our publication, our awards and the recognition we receive in our fields.

## Potential Employees Salary Negotiations

The salary you receive is based on three criteria — position range, your years of credited experience, and step placement. Position range is determined by the responsibilities delineated in the job description. Range A is the lowest; Range E is the highest. Potential employees cannot negotiate for a higher range assignment.

Potential employees are credited for prior years of service in equal or higher level positions in ASF or the Minnesota State Colleges and Universities (MnSCU) system. You also receive credit for years of experience as calculated by the Human Resources Office. Check to be sure your experience is appropriately credited. Your years of ASF or MnSCU experience and your years of credited

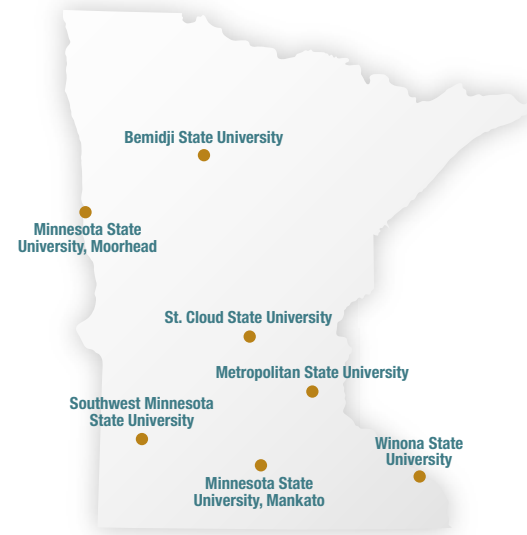
experience will determine your target step within your range assignment.

There are 20 steps in each range. Step one is the lowest salary within a range; Step 20 is the highest. The target step determines a target for the initial salary offer, however, the employer may offer you an initial salary of up to two steps above the target step. For example, if your range and experience indicated your target step should be step 4, you may be able to negotiate a starting salary at the 5 or 6 levels.

Step placement is critical. Your initial step placement is the basis for calculating all future salary increases.

### Teamster Membership Includes:

- Membership in a union representing over 1 million people, with a vast diversity of occupations.
- Teamster Service Bureau offering a variety of professional counseling services.
- Teamster attorneys for association consultation and advice on contract and labor law issues.
- Legislative lobbying on issues that impact public employees.
- Partial return of ASF dues to campus associations for direct member benefits.



<http://www.msuaasf.org/>  
in affiliation with  
**Minnesota Teamsters Local 320**  
<http://www.teamsterslocal320.org>.



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**MSUAASF**

## Working for you

ASF exists for the benefit of its members. Thanks to fair and firm negotiations with the Minnesota State Colleges and Universities system, union benefits have steadily grown over the years. Below is a quick review of what ASF offers:

**Good Salaries** — Despite occasionally difficult economic conditions, ASF has negotiated salaries that compare favorably with all other state unions.

**Comprehensive Benefits** — Group insurance benefits include medical, dental, short- and long-term disability, accidental death and dismemberment, and life. Paid time off includes vacation, sick days, personal days, bereavement leave, jury duty and military leaves. Retirement benefits include state pension plans, supplemental retirement, and options for deferred compensation.

**Growth Opportunities** — ASF contracts provide Professional Development Funds for members to attend seminars, workshops, conferences and classes, and to pay for professional memberships and educational material. Members may also apply for additional Professional Improvement Funds through a competitive grant program. Tuition waivers and tuition reimbursement support continuing education. Paid sabbaticals are available for members with at least six years of service. Members can also apply for a variety of Teamster scholarships for themselves and their dependent children.

**Voice** — ASF representatives meet regularly in “Meet & Confer Sessions” with upper level management, with Presidents and Vice Presidents on the local campuses and with the Chancellor and his/her representatives on the state level.

**Participation** — Full share members can serve as union officers or representatives on university and system committees and task forces. They have input in contract negotiations every two years, and vote in local and state officer elections, on constitutional and bylaw changes, and union position statements.

ASF members have established professional credibility with management who seek out their expertise.

**Leverage** — Unions derive strength from their sheer numbers. People, management, legislators and others pay more attention to concerns expressed by organizations with sizeable memberships. ASF also has strong backing from the influential International Brotherhood of Teamsters (IBT).

**Job Protection** — The union contract safeguards against unfair termination. If a position has been identified for layoff, ASF will meet with management to explore alternative solutions. If a position is eliminated, the ASF contract requires non-renewal notice, providing time to conduct a job search while still employed.

**Advocacy** — If you feel the contract has been violated and you are being treated unfairly, ASF will stand by you in filing a grievance and representing your interests.

**Dues** — Dues are 2.5 hours of pay per month rounded to the nearest dollar, plus an assessment of \$1.50 per pay period (26 pay periods per year). In Minnesota, all members are automatically enrolled as fair share members of the bargaining unit and pay 85% of the full share amount. Only full share members of the association are eligible to serve as officers or as representatives on committees and task forces and to participate as voting members of the association.

## Governance

Each Minnesota State University campus has its own local ASF organization with a constitution and locally elected officers. Campus associations meet to discuss pertinent issues and to prepare for monthly Meet and Confer sessions with university Presidents and management representatives. Each association also elects a negotiations representative to serve on the statewide contract negotiations team.

A statewide board is comprised of elected officers, the seven state university campus association Presidents, and Chairs of the Legislative Affairs and the Membership Committee. The board meets quarterly to discuss issues of statewide impact and for Meet & Confer sessions with the Chancellor and members of her/his staff.

A list of campus Presidents and State Board members is available at <http://www.msuaasf.org/>.

## Join Now

Since its founding in 1975, ASF has steadfastly stood by its members. Even during periods of state government upheaval and economic uncertainty, members can be certain that ASF is there to represent, support and protect your interests.

To join the Union and become a member of both ASF and Teamsters Local 320, please contact your local ASF officers for an application. Officers can provide you with information about ASF, the collective bargaining agreement, service on university and/or system committees and/or task forces, and participation in the Union, including contract ratification and officer elections. Note that you must be a member of the Union to attend membership meetings, vote, serve on committees and/or participate in the Union.

If you choose not to be a member of the Union, Minnesota law requires that you pay your “fair share” of dues, which is equal to 85% of what members pay. As a fair share employee, you still receive all the benefits and protections of the contract, along with Union representation if you need it. However, you cannot attend meetings, vote, serve on committees and/or participate in the Union.