

WHY YOU SHOULD JOIN

Statewide, 80% of our members join ASF because they realize that strong membership is key to our bargaining power to fight against cuts in our pay and benefits. Beyond the benefits to ourselves, our members recognize the role that strong unions play in reducing income inequality through stable salaries and fair work contracts.

- Union workers now earn about 20 percent more than nonunion workers in similar jobs.
- Unions fight to raise minimum wages.
- Unions lobby to fight for greater funding for higher education.
- Unions push to fight against exorbitant executive salaries.
- Unions fight for broader access to health care.

ASF members join our union because they are student focused in their professional work, and know that we are stronger together. This unified membership is key to our representing all ASF employees in the collective bargaining process for a fair contract, being an active partner in shared governance, lobbying to promote greater funding for higher education, and fighting cuts in funding and services to students.

JOIN NOW!

Since its founding in 1975, ASF has steadfastly stood by its members. Even during periods of state government economic uncertainty, members can be assured ASF is there to represent and protect your interests. Membership in ASF and Teamsters Local 320 can start the very first day you are hired! Union membership brings privileges including:

- Attending union meetings, functions, events, etc.
- Learning valuable information that directly affects your work
- Participating in the shared governance of your institution and state-wide system
- Voting on critical issues such as contract benefits and policies affecting your work environment

Given the vast array of union benefits to your work (and retirement planning too) union dues are priced quite reasonably. Dues are set by the International Brotherhood of Teamsters based on your hourly rate of pay. ASF also sets a small assessment that comes directly to the State ASF Treasury. Contact your local ASF representative for membership information including the breakdown of dues information for you.

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

MINNESOTA STATE UNIVERSITY ASSOCIATION OF ADMINISTRATIVE & SERVICE FACULTY

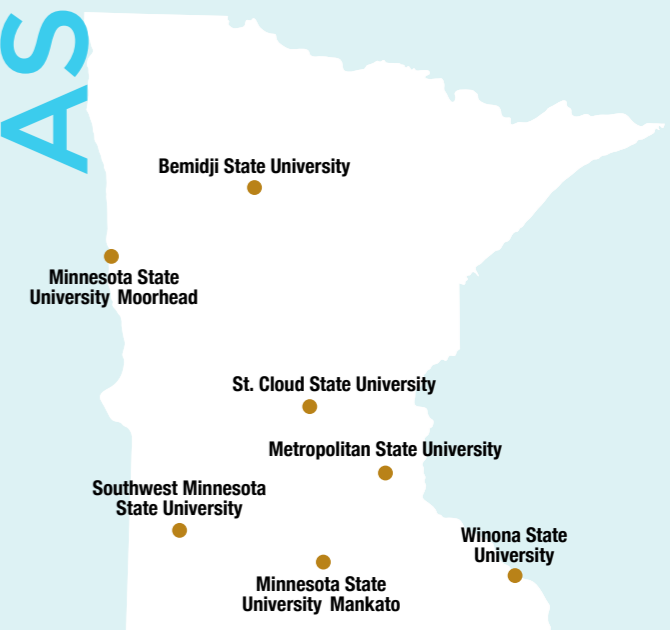


ASF BASICS

We are the Administrative and Service Faculty in the 7 state universities in the Minnesota system.

We take pride in our student-focus, professionalism, publications, awards and the recognition we receive in our fields.

Our members work in academic and student-oriented departments that help students at every stage of their university experience.



OUR MEMBERS WORK IN A VARIETY OF DEPARTMENTS INCLUDING:

ADMISSIONS, ADVISING, ALUMNI RELATIONS, INCLUSION & DIVERSITY, FINANCIAL AID, DEVELOPMENT & FUNDRAISING, GRANTS, HEALTH & WELLNESS SERVICES, INSTITUTIONAL RESEARCH, CAMPUS RECREATION, PROGRAM ADMINISTRATION, RECORDS AND REGISTRATION, HOUSING & RESIDENCE LIFE, STUDENT ATHLETE ADMINISTRATION, STUDENT LIFE SERVICES

BENEFITS

In addition to salary increases, your union uses the power of collective bargaining to fight for outstanding benefits including:

Insurance coverage including medical, dental, short- and long-term disability, and life.

Paid leave for vacation, sick days, personal days, bereavement, jury duty, and military duty.

Retirement saving options including state pension plans, individual retirement account plans, supplemental retirement, and options for deferred compensation.

Professional Development Funds and **Professional Improvement Funds** to help members grow as professionals in their fields.

Tuition waivers and **tuition reimbursement** for members, spouses, and their dependents.

Sabbatical opportunities for members are also available.

ADDITIONAL BENEFITS PROVIDED BY TEAMSTERS

- Scholarship opportunities for yourself and your children
- Teamsters strike benefits
- Access to the Teamsters Credit Union (www.mnteamsterscu.com)
- Accidental death/dismemberment policy
- Access to discounted retirement health and life insurance
- Wellcard health discount for prescriptions
- Discounts on products and tickets through (www.unionsplus.org)
- Support Services
- Access to the Minnesota Teamsters Service Bureau
- Access to the Minnesota Teamsters food shelf
- Access to the Teamsters Local 320 website
- Access to discounted legal services and credit/bankruptcy help

VOICE

Elected ASF representatives attend Meet and Confer sessions with the University President and their cabinet at the campus level and the Minnesota State Chancellor and their cabinet at the system level. Meet and Confer provides a platform to share members concerns.

Members can serve as union officers or representatives on university and system committees and task forces.

Members provide input in contract negotiations, vote in local and state officer elections as well as on constitutional and bylaw changes and union position statements.

ADVOCACY AND JOB PROTECTION

The ASF contract safeguards against unfair termination. If a position has been identified for layoff, ASF will explore alternative solutions with administration. In the case of position elimination, the ASF contract requires non-renewal notice, providing considerable time to conduct a job search while still employed. If you believe the contract has been violated and you are being treated unfairly, ASF will stand by you in filing a grievance and will represent your interests.

LEVERAGE

Unions derive strength from member numbers. Administration, legislators and others pay more attention to concerns expressed by organizations with sizeable memberships. As part of the International Brotherhood of Teamsters, ASF has strong backing from a powerful union with more than 1.4 million members.



KNOWLEDGE IS POWER POTENTIAL EMPLOYEE SALARY NEGOTIATIONS

ASF wants the best for our members. Salary step placement at time of hire is critical. Your initial step placement is the basis for calculating all future salary increases.

Here are some things to know about how your initial salary offer is calculated:

Position range is determined by the responsibilities delineated in the job description from Range A to Range E and can't be negotiated. There are 20 steps in each range. 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 below the target step, and, in some cases, up to the mid-point of the salary range if they can document market factors that warrant higher offers in order to hire employees in high demand fields. Additional consideration is given for experience in equal or

higher MSUAASF, MnSCU Academic Professional, MnSCU Academic Supervisor and/or MnSCU Administrator ranges. Information on how experience is credited and the salary grid for each range is available at www.msuaasf.org.

The accuracy and thoroughness of your resume are essential to getting credited for both the duration and type of experience to determine the appropriate step. The Creditable Experience Worksheet will be completed by you and/or HR depending on the practice at that campus. Your experience will be summed and then rounded down. Shorting yourself just a month here or there on your resume can ultimately cost you a step and thousands of dollars. As a finalist, you can submit a more detailed resume or CV to Human Resources after your interview to aid them in making or verifying accurate calculations.