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Human Resources
1960-present

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Arranged and Described
by
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Tara L. Hurt, Archivist, Head Archives & Special Collections

January, 2004
Willimantic, Connecticut

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BRIEF DESCRIPTION OF THE COLLECTION

Title	Human Resources, 1960-present
Extent	6.75 linear feet. 8 boxes and 6 Princeton files.
Arrangement	Materials were divided into four series and arranged in chronological order within each series. Series IV – Unions was added in July 2015. It consists of four sub-series arranged in order alphabetically by union name.
Provenance	The earliest material in the collection (1960-1985) was provided by professor, administrator and archivist, Hermann Beckert. This collection was created by the archives staff.
Finding Aid	Printed finding aid available in repository. Electronic copy: http://ecsu.archives.s3-website-us-east-1.amazonaws.com/
Preferred Citation	[Series, Date, Folder description], Human Resources, 1960-present, University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.
Access points	Personnel management. Collective bargaining. Employee fringe benefits—Connecticut. Willimantic State College Eastern Connecticut State College Eastern Connecticut State University.
Restrictions	None.
Document types	Correspondence. Publications. Reports.

SCOPE AND CONTENT NOTE:

This collection offers information on employment issues at Eastern dating from the mid-1960s to the present. Correspondence and policy documents offer information on specific issues such as workplace safety, contracts, state benefits and the rights and responsibilities of Eastern employees. The publications series includes some early news clippings, newsletters and some job descriptions from the 1980s and 1990s. Series IV includes information about the development and growth of collective bargaining and union activity on campus. It includes early correspondence, contracts & documentation, meeting minutes, reports and publications.

SERIES DESCRIPTION:

Series I – Correspondence

This series includes a variety of general correspondence related to employment contracts, benefits, hiring, and retirement plus flyers and notices offering information about workshops, educational meetings and special events offered to employees.

Series II – Policy & Procedures

This series offers copies of formal policies as well as general procedural guidelines and information. Items include hiring procedures, employee handbooks, brochures and statements on topics such as ethics and non-discrimination. Detailed contract information is available in a separate collection titled Unions and Collective Bargaining.

Series III – Publications

This series includes some articles published by the staff, news clippings, a collection of the *Human Resource* newsletter, employee ratios and salary analysis from the 1970s, job descriptions from the 1980s and 1990s and information from the departmental web pages.

Series IV – Unions & Collective Bargaining

This series is divided into 4 sub-series by union/collective bargaining unit and may include correspondence, contracts, chapter documents, reports and publications as follows:

Sub-series I – AAUP - American Association of University Professors

Includes a broad range of information dating from 1959 to the present including correspondence, contracts, reports and a large collection of publications. Publications include: *CSU-AAUP Newsletter* (1976-present), *ECSC-AAUP Newsletter* (1977-1980), *ECSU-AAUP Union Rag* (1980-present), and the *AAUP Vanguard*, CT Conference (1980-present).

Sub-series II – AFSCME - American Federation of County, School and Municipal Employees / SCOAF-SUOAF - State College/University Organization of Administrative Faculty

Includes a selection of correspondence, contracts, chapter documents, reports and publications dating from 1974-1997.

Sub-series III – CSEA - Connecticut State Employees Association / CEUI - Connecticut Employees Union Independent / CSFT - Connecticut State Federation of Teachers

Includes correspondence, contract information, early by-laws, CSEA chapter meeting minutes, reports and publications which document some of the earliest collective bargaining activity on campus. These records date from 1959-1983.

Sub-series IV – A & R - Administrative and Residual Employees Union

Offers correspondence, contracts, publications and reports dating from 1993-present. Some early A&R contract information is also available in: CSEA-CEUI/Contracts/ Master Contract for 1 July 1971.

RELATED COLLECTIONS:

Further information may be found in the Administrative Affairs and University Senate materials plus the following publications: *Faculty Handbook* and *Faculty Newsletter*.

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online at <http://ecsu.archives.s3-website-us-east-1.amazonaws.com/>

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Series I – Correspondence		
1	Health benefits changes	7 June 1966
	Probationary period and tenure	November 1970
	Benefits for spouse & dependent children	September 1972
	Working test periods	1 May 1973
	Standard office hours	1973-1974
	General	Spring 1974
	Compensatory time; employee information	Spring 1975
	Auto-Home Insurance changes	Fall 1975
	Layoffs; Leave of Absence	Spring 1976
	Vacation & sick leave	August 1976
	General	Fall 1977
	General	Fall 1978
	General	Fall 1979
	Comparison of Average Weekly Earnings	30 October 1978
	General	Spring 1988
	General	Fall 1988
	General	Spring 1989
	Early retirement	June 1989
	General	Fall 1989
	Health Insurance	April 1991
	Early retirement	January 1994
	Employee Benefits Fair	Feb-Mar 1994
	Workshops	Spring 1997
	Dealing with difficult personalities	20 January 2000
	General	2000-2001
	Freedom of Information workshop	January 2001
	General	2001-2002
	Workshops	Spring 2002
	Campus Sex Crimes Prevention Act	1 October 2003
	General	2002-2003
	General	2003-2004
	“Saving Good Employees”	June 2004
	Workshops	Fall 2004
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	Workshops	Spring 2006
	General	Fall 2006
	Memorandum	9 August 2007
	FERPA	14 April 2008
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	Retirement Reception	21 May 2009

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1	Management and Retention of E-mail...	30 June 2009
	General	Fall 2009
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1.1	General	Fall 2010
	General	Spring 2011
	General	Fall 2011
	Final Report 2011	13 December 2011
	Lourdes Ardel – Director of Human Resources	1 March 2012
	General	Spring 2012
	State Employees Campaign	14 September 2012
	Health, Wellness and Benefits Expo	16 October 2012
	General	Fall 2012
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	Education benefit	Spring 1967
	Fringe Benefits	1967-1968
	Faculty Employment Procedures	5 April 1968
	Education Benefits	1968-1970
	Amendment for Promotion & Tenure	1969
	Change of Employee Status	1970-1971
	Faculty Handbook	1971-1972
	Rights & Responsibilities of Unclassified Personnel	May 1972
	Scheduling-classified staff	1973-1974
	Past Practices	1976-1977
	General	1977-1978
	Resident Assistants and Assistant Dormitory Directors	1980
	General	1987-1988
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	BHE – Administration Committee “Acts of Intolerance”	20 June 1989
	Early retirement	Fall 1989
	Retirement System-Tier I	1 May 1991
	Voluntary leave + Schedule reduction	31 May 1991
	Performance Appraisal for Classified Employees	April 1993
	Non-discrimination & Personnel Manual, part 1	15 October 1993
	Non-discrimination & Personnel Manual, part 2	15 October 1993
	Policies and Procedures Manual (1 of 2)	15 October 1993

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	Personnel Office Benefit Information	1995
	Drug-Free Workplace Policy	8 October 1996
	Personnel Policies for Management...	18 July 1997
	Personnel Policies for Management...(part 2)	18 July 1997
	Employee Benefits Handbook	March 1998
	Drug and Alcohol Free Workplace Policy	5 October 1998
	Workers Compensation	1998
	Drug-Free Workplace Policy	16 March 2000
	Family Educational Rights and Privacy Act	1 August 2001
	Drugs and Alcohol	2001
	Interim Administrative Appointments (Rev.)	2003
	Consensual Relationship Policies	26 April 2005
	Ethics Statement	April 2006
	Ethics Statement	2006
	AAUP Maternity Leave Policy	28 November 2007
	Code of Ethics	2007
	State (CT) Alternative Retirement Program	1 January 2008
	Supplemental Benefits Program	July 2010
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	DCAP	2011
	Employee Confidentiality Policy Statement	2012
	SEBAC – Grandfathered Retirement Date	28 March 2013
	Drug-Free Workplace Policy	10 Feb 2014
	Consensual Relationships Policy	17 April 2015
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	Rebuttal “Admin. Growing: Faculty Declining” (<i>News Digest</i>)	15 December 1977
	Managerial Compensation	December 1977
	Veterans’ Educational Benefits	Fall 1977
	Tuition waivers for dependents (<i>News Digest</i>)	27 July 1978
	Employee Ratios	1978-1981
	Personnel-Employee Ratios	May-July 1979
	Allocation of F.T. Positions	1980-1981
	Job descriptions, general	1981-1982
	Job descriptions, general	1982-1983
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	“The Human Resource” issue 1 (2)	Spring 2001
	“The Human Resource” issues 2-4 (2 each)	Fall 2001
	Application for Employment	[2002]
	Employee Handbook	2002
	Employee Handbook (Sec. A-C)	2002
	Employee Handbook (Sec. D-H)	2002
	“The Human Resource”	Spring 2002
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	Winter: A Season for Safety (brochure)	[2003]
	“The Human Resource”	Spring 2003
	Web page	August 2003
	“The Human Resource”	Fall 2003
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	SHRM Courses	2004-2005
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	“The Human Resource”	Spring 2005
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3.3	Employee Request	January 2009
	DCAP and MEDFLEX Pamphlets (2)	November 2010
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	Web Benefits	2010
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	Web Page – Violence in Workplace	June 2013
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	CSU News	Fall 1989
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	Proposed Constitution	Fall 1997
	General	1999
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	Alternate Retirement Plan	May 2009
	General	Fall 2009
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	General	Spring 2009
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	General	Fall 2011
	Contracts & documents	
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	Constitution (draft)	1976
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	Contract analysis	1977
	Constitution	15 February 1978
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	CSU-AAUP (1 of 2)	11 May 1994
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	Collective Bargaining Agreement	25 April 2001
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	Collective Bargaining Agreement	25 August 2007
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	Academic Salary Data & Compensation Indices	1970-1971
	Funds Availability	9 Aug 1982
	CSU-AAUP Position Paper, CSU-CTC merger	27 February 2004
	CSU-AAUP, Governor's budget	January 2005
	CSU-AAUP Position Paper, dues increase	11 October 2005
	ECSU-AAUP Chapter Report	Fall 2006
	Contract Funds	2007
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	CSC/CSU-AAUP Newsletter	1983
	CSU-AAUP (Connecticut State University) Newsletter	1984
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	CSU-AAUP Newsletter	1986
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	CSU - AAUP – “Union News”	Fall 2006
	CSU - AAUP – “Union News”	Spring 2007
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	CSU-AAUP-“Capitol Monitor”	Fall 2011
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	AAUP-CT Public Affairs Bulletin	1979
	AAUP-CT Public Affairs Bulletin	1980
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	ECSC/AAUP Newsletter	Fall 1980
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	ECSC-AAUP, “The Union Rag”	1982
	ECSU-AAUP, “The Union Rag”	1983
	ECSU-AAUP, “The Union Rag”	1984
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	AAUP/Vanguard (CT Conf.)	1982
	AAUP/Vanguard (CT Conf.)	1983
	AAUP/Vanguard (CT Conf.)	1984
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	AAUP/Vanguard (CT Conf.)	2009
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	AFSCME-SCOAF/General	1980-1982
	CSU-SUOAF Agreement	1988
	Furlough Days Agreement	July 1991
	AFSCME/Pension Successor Agreement	January 1997
	AFSCME-SCOAF/General	Fall 2002
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	AFSCME/ Collective Bargaining Agreement	1 April 1977
	AFSCME-SCOAF/Collective Bargaining	1982-1984
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	AFSCME/Contract, settlement w/CSEA	8 October 1987
	AFSCME/Article 13, Seniority	1July 1988
	AFSCME-SCOAF/Agreement	12 April 1990
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	AFSCME/CT Clerical Local 355	[2006]
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	CSEA-CEUI/Engineering, Scientific, & Technical Unit, Agricultural Experiment Station, and A&R (5 of 5)	1 July 1977
	CSEA/State of CT & Chapter 1,000 Contract Protective Services	1 July 1979
	CEUI/Proposed Maintenance Contract	[1979]
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	CSEA/”Report to State Employees”	Spring 1960
	CSEA/Chapter 39	Spring 1961
	CSEA/Searle Charles on Resolutions	October 1964
	Minutes	
	CSEA/Chapter 39	1959-1960
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	Contract Booklet-Administrative Clerical –AFSCME (2)	1988-1991
	AFSCME International Constitution	June 1988
	Contract Booklet-Administrative Clerical –AFSCME	2002-2006
	Slipcase 2	
	Contract Booklet-Engineering-Scientific-Technical	1977-1979
	Contract Booklet-Engineering-Scientific-Technical	1984-1987
	Contract Booklet-Maintenance and Service Unit	1977-1979
	Contract Booklet-Maintenance and Service Unit	1985-1988
	Contract Booklet-Protective Services	1979-1981
	Contract Booklet-Protective Services	1987-1990

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV – Unions & Collective Bargaining		
Sub-series IV – A&R - Administrative & Residual Employees Union		
4.8	Correspondence	
	General	1993
	General	2000-2002
	Contracts & Documents	
	Agreements	1992
	Contract	1 July 1999
	Constitution	2000
	Contract	1 July 2003
	Memorandum (new contract)	July 2007
	Minutes	
	Chapter meeting	1980
	Reports	
	A&R Convention	24 May 2001
	Publications	
	A&R Update	2002-2003
	A&R Update	2003-2004
	A&R Update	2004-2005
	A&R Update	2005-2006
	A&R Update	2006-2007
	A&R Update	2007-2008
	A&R Update	Spring 2009
	A&R Update	2009-2010
	A&R Update	2010-2011
	A&R Update	2011-2012
	A&R Update	2012-2013
	A&R Update	2013-2014
	A&R Update	2014-2015
Slipcase 1	Contract Booklet	1990-1993-94
	Contract Booklet	1994-1999
	Contract Booklet	1999- 2003
	Contract Booklet	2007-2011