

MEMORANDUM OF AGREEMENT

Between

State of Kansas  
University of Kansas, Lawrence Campus

And

Kansas University Police Officers Association

October 25, 2011

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Memorandum of Agreement entered into on \_\_\_\_\_, between the State of Kansas, University of Kansas, hereinafter referred to as the “University,” and the Kansas University Police Officers Association, hereinafter referred to as the “Employee Organization.”

**Article 1. Recognition**

The University recognizes the Employee Organization as the exclusive representative of employees in the appropriate unit for the purpose of meeting and conferring. Appropriate unit shall INCLUDE employees of the Public Safety Office in position classifications listed below holding permanent and part-time appointments but shall EXCLUDE supervisory employees and confidential employees.

Position Classifications in Appropriate Unit shall be:

- (Maintenance/Service Worker) University Police Officer
- (Maintenance/Service Worker) University Police Specialist Detective
- (Maintenance/Service Worker) Safety and Security Officers, PSO

**Article 2. Management Rights**

This agreement is not intended to circumscribe or modify the existing right of the employer to manage and operate its facilities, direct the work of its employees; hire, promote, demote, transfer, assign and retain employees in positions within the respective agency; suspend or discharge employees for proper cause; maintain the efficiency of governmental operations; relieve employees because of lack of work or other legitimate reasons; take actions as may be necessary to carry out the mission of the agencies; and to determine the methods, means and personnel by which operations are to be carried on. The foregoing enumeration of the right of the employer shall not be determined to exclude other rights granted by state or federal law or by the constitution of Kansas or the United States, which may be exercised during the term of this agreement.

Further, this memorandum of agreement is not intended to supersede any subject covered by federal or state law, or the authority and power of the Board of Regents, personnel board, or personnel agency or its agents established by statute, ordinance or special act.

**Article 3. Employee Organization Management Cooperation**

*Section a:* The Employee Organization and the University agree that they will not singly, or collectively, coerce, intimidate, or otherwise force any employee to join or not to join the Employee Organization.

*Section b:* It is agreed by the Employee Organization and the University that, as governed by all pertinent Federal and State laws, regulations and directives, there will be equal opportunity and encouragement to applicants for Employee Organization membership or employment in the appropriate unit to secure and hold Employee Organization membership or employment in any field of work for which they are properly qualified, without discrimination as to race, religion, handicap, color, age, sex, sexual preference, marital or parental status, or ethnic or national origin.

*Section c:* The Employee Organization agrees to cooperate with the University in enforcing strict observance of all terms, provisions, and agreements herein contained.

**Article 4. No-Strike or Lock-Out**

*Section a:* During the life of the agreement there shall be no picketing while on duty or in uniform, strikes, stoppages, slowdowns, speedups, or concerted refusals to work engaged in by the Employee Organization or the employees represented for any cause whatsoever.

*Section b:* The University agrees that there will be no lock-out of employees in the appropriate unit as a result of a labor dispute.

**Article 5. Career Advancement/Salary & Wages**

*Section a:* Employees in this unit shall be compensated in accordance with applicable statutes and executive directives of the Governor and in accordance with policies established through the authority of the University of Kansas and/or the Kansas Board of Regents.

*Section b:* Commissioned police officers will be offered an annual membership to the Ambler Student Recreation Center paid for by the University. If the membership is not used at least 40 times during the membership year, it may not be renewed in the subsequent year. However, membership may be reinstated after one year of ineligibility. Adjustments to the minimum usage due to personal circumstances may be requested by the employee and may be authorized by the University, at its sole discretion.

*Section c:* The University and the Employee Organization agree that training is necessary to maintain professional standards and law enforcement certification. The department will provide training opportunities which employees may voluntarily choose to attend. Employees may also be assigned to attend certain other training topics on a non-voluntary basis due to statutory requirements or identification by the department of a topic necessary for the efficient operation of the department.

The parties also agree that flexibility in scheduling within the context of a 10 hour work shift and within a 40 hour work week is allowed in order to meet the training needs to comply with regulations as long as the staffing needs of the University are met.

- c. 1. The University agrees to compensate unit employees at their regular rate of pay for attendance at non-voluntary training. Time used for such training will be considered as time worked for purposes of determining eligibility for over-time pursuant to the Fair Labor Standards Act.

Effective with the first pay period of fiscal year 2012, the University agrees that unit officers will not be required to adjust their work schedule for time spent in non-voluntary training that occurs on their scheduled days off or at a time that is not consecutive to their work shift. This section does not apply to unit employees acting as instructors of non-voluntary training.

- c. 2. For purposes of this section: (a) Non-voluntary training is that training designated as such by the University and is characterized by the attendance of the majority of the unit employee classification (security officers or police officers). (b) Consecutive to the work shift shall mean any training that begins during the unit officer's work shift or one hour or less after the scheduled end of the shift; or training that ends during the unit officer's work shift or one hour or less before the beginning of the shift.

- c. 3 The University reserves the right to modify a unit officer's work schedule to give the officer a different day off for any non-voluntary training event of 8 or more hours.

Section d: Effective December 11, 2011, the University will increase the annual base salary of PSO KAPE/AFT Kansas covered, full-time equivalent employees hired on or before March 1, 2011, in the amount of \$525.00 for Safety and Security Officers and in the amount of \$815.00 for University Police Officers and University Detectives. To be eligible for the increase, employees must have overall, annual satisfactory evaluation ratings on file for the applicable years of their employment from 2008, 2009 and 2010 and be otherwise merit eligible. The increase amount will remain a part of the employees' base salaries.

## **Article 6. Work Periods**

*Section a:* The work week for Unit employees will be seven (7) calendar days and overtime will be paid, or compensatory time credited for all hours worked over forty (40) in the work week. The work week will run from 0001 hours Sunday to 2400 hours on Saturday.

*Section b:* 1) In lieu of paying a unit employee at the time and a half rate for hours worked in excess of the 40 hour per week overtime threshold, the University may grant compensatory time credit, at the rate of one and a half (1 ½) hours for each hour of overtime worked. Time worked and credits earned during a work week as a result of working more hours than would normally be scheduled for a given day may, at the option of the University, be reduced by scheduling the employee off during the balance of the work week. However, compensatory time earned on special events and paid for by the Affiliated Corporations may not be reduced without the agreement of the employee.

2) Whenever possible, compensatory time off will be scheduled at least one (1) week in advance with Supervisory approval. Compensatory time off requested by an employee will not be unreasonably denied.

*Section c:* The University will promote the policy of providing Unit employees, whenever possible, with two (2) weeks notice [fourteen (14) calendar days] for schedule events involving temporary changes in employees' work shifts.

*Section d:* At the end of each workweek each Unit employee will be given the choice of being paid overtime or receiving equivalent compensatory time credits for time worked in excess of forty (40) hours. Whenever circumstances permit, each employee's choice will be honored. However, whenever circumstances such as inadequate staffing, or budgetary constraints render a choice impracticable, the University may, at its election, prescribe which method of payment is to be used.

*Section e:* 1) In as far as practicable, Patrol Division Police Officers will be scheduled for four ten (10) hour work days per work week. Unit employees on ten (10) hours shifts are considered to be on duty during the entire shift and remain subject to dispatch at all times.

2) Detectives and any officers assigned to Community Service will, within the work week, normally be scheduled for five eight (8) hour work days with an unpaid hour lunch period each day.

3) Security Officers will be scheduled for eight (8) hours each work day with an unpaid one half hour lunch period.

*Section f:* Outside Employment Policy  
The nature of law enforcement/security duties requires unit employees to have the ability to work irregular duty schedules which are subject to change in meeting deployment needs. Additionally, it is necessary that all unit employees have adequate rest to be alert during their tours of duty.

For the above reasons and because certain occupations and activities inherently conflict with the unit employee's primary responsibility to the Department, the Department reserves the right to restrict or impose conditions on any outside employment. The Department also reserves the right to restrict or impose conditions on volunteer commitments to the extent the volunteer commitments could conflict with the best interests of the Department.

1) Notification to the Director

Prior to accepting any outside employment, unit employees will notify the Director of Public Safety in writing of the phone number, location, nature, and schedule of the employment requesting the Director's approval. The Director will approve or deny each request in writing.

2) Volunteer Commitments

Prior to accepting volunteer commitments (if such volunteer commitments involve performance of police or security duties or performance of other functions similar to the duties the employee performs for the Department), unit employees will notify the Director of Public Safety in writing of the phone number, location of such volunteer commitment, the nature of the volunteer commitment, and the schedule of the volunteer commitment requesting the Director's approval. The Director will approve or deny each request in writing.

3) Use of Department Equipment

No equipment issued by, belonging to, or identified with the Department will be used in outside employment or volunteer commitments, including uniforms, equipment, accessories, patches, weapons, commission and badges issued by the Department. While performing outside employment or volunteer commitments, employees shall refrain from indentifying themselves as employees of the Department, the University of Kansas or the State of Kansas or in any way representing that they are acting in the capacity of an employee of the Department, the University of Kansas or the State of Kansas.

4) Employee Responsibility

It shall be the responsibility of the employee to ensure that sufficient rest time is acquired prior to returning to duty. Employees shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with the duties, functions or responsibilities in the office they hold with University of Kansas Public Safety Office.

5) Notice of Liability

Any outside employment places the employee in a position of liability. If the employee is injured or sued as a result of any act or omission in the scope of his or her outside employment or volunteer commitment, neither

the Department, the University of Kansas nor the State of Kansas will be able to assist in the employee's defense and neither the Department, the University of Kansas nor the State of Kansas is responsible to any third party as a result of any such act or omission.

In addition, under K.S.A. 74-4960a, the potential forfeiture of disability benefits under the employee's retirement plan may occur if the employee suffers injuries as a result of his or her outside employment.

## **Article 7. Patrol Unit Shift Assignments**

The manning to be assigned to each shift shall be the exclusive right of the University. In deciding which officers are to be assigned to particular shifts, the bidding procedure outlined below shall be utilized. Prior to any action to permanently change the definition of A, B, C or Bike shifts the University representative will meet and confer on the issue, giving the union representative as much notice as is feasible.

Prior to the decision to permanently change the definition of the normal work day the University representative will meet and confer with the union representative unless the change is dictated by budgetary constraints, which result in manpower reductions to 18 or fewer officers. For purposes of determining when staffing falls to 18 or fewer officers, all university police officers and patrol unit sergeants will be included in the total number considered. In such a case, the University will give the union a minimum of thirty (30) days advance notice and agree to meet promptly with the union representative to jointly explore alternatives to such a change. Barring alternate solutions to a change in the normal work day, the parties agree that the University may implement such a change without further obligation to meet and confer.

*Section a:* Only permanent University Police Officers who have completed their initial probation and have a current evaluation rating of satisfactory or better may bid for assignment to regular shift slots within the Patrol Unit. (See also *Section d.1*)

*Section b:* 1) Bidding for shifts will be conducted semi-annually. The first order of assigning shifts will be from the highest point totals to the lowest point totals using the criteria listed in *Section d* (below) until as many officers' first choices for shift assignments have been made. The process will then be repeated for the officer's second and third choices for shift assignments. No officers will indicate as their first choice their most recently assigned regular shift on which they have served the majority of the time in each of the past two (2) bid cycles. Within an eight (8) cycle period, an officer will be required to serve on each of the three shifts (A, B, and C).

2) Notwithstanding the provisions identified below, at least one (1) officer with three (3) or more years of departmental police experience will be

assigned to each shift or work unit when possible. Adjustments may be made to provide a balance of experience on each shift.

*Section c:* Current “days off” and preferences for other “days off” will be indicated on the departmental bid form and be taken into consideration when the department assigns days off. If two (2) University Police Officers indicate a preference for the same days off, which include a Saturday and/or a Sunday, the University Police Officer who was last assigned his preferred days off will be assigned different days off. If a further tie results, the bid score resulting from the calculation described in *Section d* will be used to assign days off.

Officers may request to change scheduled workdays with another consenting officer. Such requests shall be submitted to the Director of Public Safety or designee in writing with signatures of both officers and within a minimum of two administrative office work days before the affected work days. Those requests shall not be unreasonably denied. The Director’s decision shall be final and therefore not grievable. No voluntary change of hours among officers shall be permitted if that change would result in the accrual of overtime by either officer or would result in inappropriate manning of the shifts.

*Section d:* When filling shift slots at times other than during “shift bidding”, the department will indicate the shift(s) on which there is an open slot. Shift bidding will occur at the regularly designated intervals or when the Department declares that a change in relative shift staffing levels is required. The first shift slot will be filled by the bidding process. Subsequent assignments resulting from that first shift movement will be filled by bidding or other methods as determined by the department. If no, or insufficient bid applications are received by the deadline, the officers with no or the lowest current bid point total from these shifts will be assigned to any remaining open shift slots.

1) The point system used for shift bidding as outlined in subsection 2) below will be based on departmental length of service in classification (adjusted for any leaves or breaks in service), employee evaluation as of the last final rating (ratings appealed at the time of the bid process cut off dates are not final), and departmental employee commendations/awards as specified by the department. The State adjusted start date for vacation accrual purposes will be used as a tiebreaker. The second Friday of January and July of each year will be the cut off days for all factors to be considered in each semi-annual computation. The point total for each employee will be calculate by multiplying the total length of service points by the evaluation factor and then adding commendation points to that total. (In *Section d 2*): Product of (a) x (b) + Sum of (c) = Total Points.)

2) (a) Departmental Length of Service = 3 points/per month

(b) Last Annual Evaluation

(1) Satisfactory = 3 points

(2) Exceptional = 5 points

(c) Departmental Commendations/Awards

<u>Awards</u>	<u>Points</u>
Employee of the Year (current year)	200
Valor Award (perpetual)	150
Meritorious Service Award (perpetual)	110
Distinguished Service Award (perpetual)	90
Employee of the Quarter (current year)	70
Certificate of Commendation (perpetual)	50

*Section e:* The bid will be semi-annual. University Police Officers will be provided a departmental bid form which itemizes the criteria listed above on the second Friday of January and July. Bid forms are required to be turned into the Director of Public Safety, or designee, by 0800 hours on the third Friday of January and July. The results of the shift bidding process will be posted within 14 days prior to the effective date of the change. The new assignments to shift slots and days off will be in effect on the second Sunday of February and August.

*Section f:* Officers who do not submit bid forms on the official departmental form by the appropriate deadlines will be assigned to shift slots at the discretion of the department after all officers with bids are assigned. In extraordinary circumstances and where practicable an officer may be allowed to submit a bid after deadline.

**Article 8. Call-In/Call-Back**

*Section a:* Excluding the two (2) hour periods immediately prior to an employee's next schedule shift, appropriate unit employees on present schedules who are eligible for overtime and who are called back to work after having completed their regular work shift shall be provided either a minimum of three (3) hours work or shall, at the option of the employee, be credited with a minimum of two (2) hours pay at the applicable rate of pay. Actual hours worked during the minimum two (2) hour call-in/call-back period can be adjusted. The remainder of the minimum two (2) hour call-in/call-back period which is not worked will be in addition to the employee's regularly worked hours during the week.

*Section b:* *Residency*  
Employees shall be allowed to live within thirty (30) minutes driving distance from any point within the primary jurisdiction of the department.

Distance shall be timed based on normal driving conditions and posted speed limits.

**Article 9. Court Time**

Employees shall receive the applicable rate of pay for all time spent in court as a result of their official duties. Required court appearance other than during scheduled working hours shall be in accordance with and subject to the call-in and call-back provisions which presently provide a minimum of two (2) hours. Actual hours worked during the minimum two (2) hour call-in/call-back period can be adjusted. The remainder of the minimum two (2) hour call-in/call-back period which is not worked will be in addition to the employee's regularly worked hours during the week.

**Article 10. Bereavement Leave**

Staff may be granted bereavement leave with pay upon the death of a close relative, the death of a qualified adult, or the death of a close relative of a qualified adult. Factors of relationships and necessary travel time will be considered in determining the proper amount of time that will be granted, not to exceed six (6) working days per occurrence. Bereavement leave may be granted in cases where a death affects other relatives or the relatives of qualified adults. Requests for bereavement leave will be acted upon by the department head. Individuals may contact Human Resources and Equal Opportunity with any questions or concerns regarding the application of this policy. Temporary employees are not eligible for bereavement leave.

A close relative is an individual related by blood, marriage or adoption having a close relationship with a staff member or with a qualified adult.

A qualified adult is an individual (other than a close relative, employee, or tenant) who has a committed personal relationship with and shares a common domestic life with a staff member and has done so for the previous 6 continuous months.

**Article 11. Department Issued Wearing Apparel**

*Section a: Footwear*

- 1) The department will issue two (2) pairs of footwear (one of boots and one pair of low quarter style shoes) to all unit employees. Footwear which needs replacement may be turned in to the department for exchange. The procedure for the repair of footwear will be as designated by the department.
  
- 2) Cleaning and maintenance of departmentally issued footwear is the responsibility of each employee. Only departmentally approved or issued footwear may be worn when on uniformed duty. Personal use of such footwear shall be prohibited.

*Section b:* *Police Identification Jackets*

1) The department will issue police identification jackets to all University Detectives.

2) Jackets will be returned to the department for replacement when they become unserviceable or worn out.

*Section c:* *Damage to Personal Property*

Any reimbursement for personal property damaged during the scope of employment will be made in accordance with K.S.A. 46-922 *et seq.* and/or Workers' Compensation procedures as now in effect or as amended. A sample form used to request coverage under K.S.A. 46-922 *et seq.* and a copy of K.S.A. 46-922 *et seq.* are provided as an addendum to this memorandum. Human Resources and Equal Opportunity will serve as a contact point in the utilizing this process

**Article 12. Bulletin Boards**

*Section a:* The University shall designate space on the Public Safety Office Bulletin Board and, at its discretion, post on this Bulletin Board a limited number of official Employee Organization notices provided these notices are signed by the Employee Organization agent and copies are provided to the Director of Human Resources and Equal Opportunity for approval. Notices for posting shall be provided to the Director of Public Safety Office, or designee, for placement on the bulletin board. These materials shall be limited to notices of Employee Organization meetings, Employee Organization appointments and election results involving employees in the appropriate unit. The Director of Human Resources and Equal Opportunity, at his/her discretion, may approve other types of notices. Employee Organization notices may only be posted with such prior authorization.

*Section b:* Any violation by Employee Organization officials of the above shall entitle the University immediately to revoke *Section a* of this article and cancel the privilege granted therein.

**Article 13. Mail Boxes**

*Section a:* The University shall permit the use of Public Safety Office mailboxes for the receipt of a limited amount of mail from the Employee Organization to its members. Department equipment and supplies may not be used in the production or distribution of this mail. Such Employee Organization mail is not to be read or discussed by members during work time.

*Section b:* Any violation by members of the Employee Organization of the above shall entitle the University immediately to revoke *Section a* of this article and cancel the privilege granted therein.

#### **Article 14. Grievance Procedure**

*Section a:* A grievance is a dispute over the interpretation or application of the provisions of this agreement and shall be settled in the matter outlined in this Article. Procedures such as termination, suspension, or performance evaluation shall not be the basis for a grievance under this procedure.

*Step 1:* The employee(s) must take up the grievance or dispute with the employee's immediate supervisor within five (5) working days of its occurrence. The supervisor shall then attempt to adjust the matter and shall respond to the employee(s) within five (5) working days.

*Step 2:* If the grievance has not been settled in *Step 1*, it may be presented in writing, in triplicate, on forms furnished by the University and signed and dated by the employee(s) involved to the Director of Public Safety Office or the designated representative of the Director of Public Safety Office, within five (5) working days after the supervisor's answering *Step 1* is received. A grievance review board shall be formed by the Director of Public Safety Office within five (5) working days of the *Step 2* grievance. The board shall consist of three (3) department members, one (1) selected by the Director of Public Safety Office or representative, and one (1) by the Employee Organization. These two (2) shall select the third (3<sup>rd</sup>) member, and chair, of the board. Failure on the part of these two (2) to agree on the third (3<sup>rd</sup>) member shall result in the names of five (5) randomly picked names of department employees being submitted to the two (2) members. [Two (2) of the five (5) names shall be picked randomly from unit employees available to serve on the board; similarly, two (2) names shall be randomly picked from all non-unit employees in the department (excluding clerical); and available to serve on the board. The fifth (5<sup>th</sup>) name shall be randomly picked from those remaining names from both groups.] Names shall be struck alternately until one (1) name remains which shall be the third (3<sup>rd</sup>) member. The board shall convene as expeditiously as possible and present in writing to the Director of Public Safety Office their findings and recommendations for settlement of the issue or issues. The Director of Public Safety Office, taking into consideration these recommendations, shall then attempt to adjust the matter and respond to the employee(s), and to the Director of Human Resources and Equal Opportunity in writing within five (5) working days of receipt of the recommendations.

*Step 3:* If the grievance has not been settled in *Step 2*, the employee(s) may appeal, in writing, to the KU Director of Human Resources and Equal

Opportunity within five (5) working days after the response from the Department in *Step 2* above is due. The Director may hold an informal meeting to obtain information regarding the grievance and shall respond to the grievant(s) within ten (10) working days.

- Section b:*
- 1) If management fails to respond at any *step* of the grievance procedure within the required time frames, the employee(s) may regard the grievance as not being settled and proceed to the next *step* of the procedure. Correspondingly, if the employee(s) fails to present a grievance at the next *step* of the procedure within the required time frames, the grievance shall be regarded as being settled and may not be further grieved through this procedure.
  - 2) By mutual agreement of both parties, extensions (to file, or respond) may be granted at any step of the grievance procedure.

#### **Article 15. Formal Provisions**

*Savings* Should any provision of this agreement be declared by the proper judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of this agreement shall remain in full force and effect for the duration of this agreement. Any provision of the agreement which is based upon any statute, whether federal or state, all or in part, either directly or indirectly, shall be construed to conform to the statute upon which the provision is based; such construction is to apply as the statute is presently worded or as the statute may be amended or changed.

#### **Article 16. Approval of Memorandum of Agreement**

It is agreed by and between the University and the Employee Organization that this Memorandum of Agreement shall be submitted to the Employee Organization for approval or rejection. Approval shall be signified by the signature of an officer of the Employee Organization on the Agreement. Upon such approval the Memorandum of Agreement shall then be submitted to Management for approval or rejection through their normal approval process and, if approved, shall be implemented to become effective at such time as the State Administration or Legislature, as the case may be, specifies and in the manner prescribed by law.

#### **Article 17. Duration and Termination**

This Memorandum of Agreement shall become effective on the first day of the month following approval by the Board of Regents, and the Secretary of Administration except for those provisions of the Agreement which state herein, or otherwise by law require the approval of the Governor, and/or Legislature. When this approval is obtained, this

Memorandum of Agreement shall remain in full force for two (2) years from the effective date.

The entire agreement shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, not less than one hundred twenty (120) days nor more than one hundred fifty (150) days prior to the expiration date, that it desires to modify or terminate this agreement, as the case may be. If notice to modify is given, it shall contain a statement of modifications desired. Meet and confer sessions shall then be scheduled as expeditiously as possible in order to incorporate any changes into the next succeeding agreement. All provisions of the current agreement shall be continued in force during the pendency of those Meet and Confer sessions and any subsequent ratification proceedings. If amendments are made as a result of those sessions, those changes will become effective upon approval by KAPE/AFT Kansas and the Board of Regents and Secretary of Administration under the terms of their respective internal ratification processes.

IN WITNESS THEREOF, The University of Kansas and The Employee Organization have hereto set their hand this day of November 10, 2011.

**University of Kansas-Lawrence Campus  
Lawrence, Kansas**

**Kansas University Police  
Officers Association,  
KAPE/AFT Kansas**

Ola Faucher 11-10-11  
Ola Faucher, Director Date  
Human Resources and Equal Opportunity

Lisa Ochs 11/8/11  
Lisa Ochs, KAPE/AFT Kansas Date  
Representative

Bernadette Gray-Little 11-11-11  
Bernadette Gray-Little, Chancellor Date

James Druen 11/10/11  
James Druen, Date  
Current President of KUPOA

EO McWhorter 11-16-11  
Board of Regents Date

James Taylor 11-23-2011  
Secretary of Administration Date

Executed pursuant to action taken by  
The Board of Regents on November 16, 2011.