Policies for Service Staff Employees
Represented by AFSCME at Bloomington, Indianapolis, and South Bend

Outside Contractors
AFSCME (BL, IN, SB) 2.9

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. It is the policy of the university administration to utilize its manpower, equipment and facilities to the fullest extent feasible. However, it is sometimes advisable to let contracts with outside contractors. Such occasions arise, among others, when peculiar skills are involved, the work to be performed cannot be economically or efficiently performed by using University personnel or equipment, or where deadlines cannot be met using University resources economically and efficiently.

   a. State law requires that projects exceeding certain defined amounts must be done through a bid procedure.

C. Procedures

1. When the University intends to contract with a private outside contractor to perform a substantial amount of work that has been exclusively and routinely performed by AFSCME bargaining unit employees as of the effective date of this policy, and this contracting out of work will directly and immediately result in substantial reduction of bargaining unit positions, the University will provide the Union with notice prior to a contract being awarded, except in cases of emergency.

2. As in the past, the administration must reserve the right to make final determinations as to whether work
shall be done by university personnel or outside contractors. In making this determination, however, the administration intends to always keep the interests of University personnel in mind. Ordinarily, University personnel and equipment will be utilized whenever it is deemed advisable to do so.

3. Employees in the bargaining unit will not be laid off as a result of the use of prison labor or any other individuals under the jurisdiction of county, state or federal judicial or penal systems.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/sm-all/employment/outside_contractors.html

F. History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.