

CONTRACT WAIVER PROCESS

In an effort to cooperate with building/program staff participating in restructuring projects, the following policies and procedures for contract waivers have been established:

I. Development of Waiver Proposal by Worksites:

- A. Waiver proposals must be developed with knowledge and opportunity for the participation of all HEA members assigned to the building/program submitting the proposal.
- B. Waiver proposals must be approved by a minimum of eighty percent of the HEA members assigned to the building/program submitting the proposal.

II. The HEA Executive Board and staff will review and consider contract waiver proposals.

III. Site Presentation to the Executive Board:

- A. Each building/program making application for a contract waiver will receive a list of criteria which must be met for consideration of contract waivers. Waiver proposals must clearly address the “Criteria for Contract Waiver Checklists.”
- B. Staff representatives from buildings/programs seeking contract waivers shall present a written proposal before the Board. The Waiver Criteria Checklist must be used as the format for proposals and shall be used as the agenda for waiver hearings.

IV. Waiver Approval

- A. The HEA Executive Board (by a two-thirds vote) shall make its recommendation regarding contract waivers to the HEA Representative Council.
- B. All contract waivers must receive the final approval by a two-thirds majority vote of the HEA Representative Council.
- C. All contract waivers will be for a period of one year.
- D. If there is a dissenting opinion in the building/program, that opinion shall be provided and must include the name of a contact person.

Evaluation Review – An evaluation and review of all waivers will be conducted annually.