

Memorandum of Understanding
By and Between
Eastern Michigan University
And
AFSCME and Local 3866

Regarding: Article 21 New Jobs
Notification to AFSCME Local 3866 concerning new and/or revised classification specifications (class spec).

The parties agree to the following procedure when the employer creates a new class spec or revises an existing class spec.

- a. The union president and vice president shall be emailed a copy of the new or revised class spec, and cc the AFSCME Council 25 representative.
- b. The subject line of the email message shall state New and/or Revised Class Spec.
- c. The email message will require return receipt requested.
- d. The email message will include the new or revised class spec in track changes.
- e. Within 24 hours/one business day the union president or vice president shall reply to the email message and will report to Human Resources and sign for a copy of the new and/or revised class spec within this time frame.
- f. The new and/or revised class spec will be kept with the Employee Relations Project Assistant, unless otherwise advised.
- g. The union president or vice president shall initial and date the class spec acknowledging receipt along with the Employee Relations Project Assistant.
- h. A copy of the initialed and dated class spec will be kept by both parties.
- i. The date the class spec is initialed and dated shall commence the 10 working day time frame per Article 21.02.

This constitutes the entire agreement regarding notification of a new and/or revised class spec in accordance with Article 21 New Jobs.

[Redacted Signature]

For Eastern Michigan University

[Redacted Signature]

For AFSCME Local 3866

5/15/2015
Date

5/15/15
Date