

Union- University Counter Proposal: AppointmentPositions(Staff)*

September 25, 2025

1. **Notice of AppointmentPosition.** All members of the bargaining unit shall receive written notice of their appointmentposition as promptly as possible, but, absent emergency circumstances, no later than the start date of the appointmentposition. The notice of appointmentposition shall include the following:
 - 1.1. Start date of appointmentposition.
 - 1.2. Job family, job title, and working title, along with full- or part-time status, pay grade, and FLSA exemption status.
 - 1.3. Duration of appointmentposition in the year, including but not limited to, eight-month, nine-month, 10-month, or 12-month appointmentpositions, and whether the appointmentposition is exclusively funded by a non-uUniversityn external funding source.
 - 1.4. Responsibility center, department, and/or program.
 - 1.5. Base compensation (annual-monthly salary or hourly rate, as appropriate).
 - 1.6. Shifts, hours of work, or days of work, as applicable.
 - 1.7. Link to Payfactors job Position description and Payfactors job code., where one exists.
 - 1.8. Other requirements of employment.
2. AppointmentPositions are subject to and contingent upon internal Employer approvals and any additional requirements for employment by the Employer.
3. **Changes to AppointmentPosition Duration.** Regular bargaining unit staff may request a change to their appointmentposition duration by submitting such a request to their supervisor. Approval of such requests is at the discretion of the Employer. but such requests will not be unreasonably denied. The Employer will notify the Union within 60 days of the denial or approval of the request.
4. **Payfactors Job Descriptions.** The Employer will maintain, and make available to the employee and the Union upon request, any existing Payfactors job description for each bargaining unit staff position. All Payfactors job descriptions will include, at a minimum, all of the essential functions of the position. The Employer will give bargaining unit staff and the Union advance at least six months notice of anticipated changes to Payfactors job descriptions, whenever

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*The Union reserves the right to add to, delete from, or modify any proposal prior to final agreement. Any withdrawal of a proposal is without prejudice to the Union. Any tentative agreement reached between the parties shall not become final until (1) the parties have reached final agreement on a full collective bargaining agreement, and (2) the Union membership has ratified the full collective bargaining agreement.

practicable,⁵ and such changes will be reasonably related to demonstrated operational needs.

5. **Changes to Payfactors Job Descriptions.** Bargaining unit employees may request changes to their Payfactors job description or job title to accurately reflect the duties of their job, or the creation of a new Payfactors job description if none currently exists, by submitting a written request to their supervisor. The supervisor will meet with the bargaining unit employee to discuss the requested changes and their rationale, or the contents of the requested new Payfactors job description, within 30 business days. Such requests shall not be unreasonably denied and will be implemented as soon as reasonably practicable.