

University Counterproposal

January 13, 2026

Positions (Staff)

1. **Notice of Position.** All members of the bargaining unit shall receive written notice of their position as promptly as possible, but, absent emergency circumstances, no later than the start date of the position. The notice of position shall include the following:
 - 1.1. Start date of position.
 - 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 position in the year, including but not limited to, eight-month, nine-month, 10-month, or 12-month positions, and whether the position is funded by a non-University funding source.
 - 1.4. Responsibility center, department, and/or program.
 - 1.5. Base compensation (monthly salary or hourly rate, as appropriate).
 - 1.6. Shifts, hours of work, or days of work, as applicable.

1.7. Payfactors (or equivalent) job code, if available.

1.7.1.8. Work arrangement (e.g., hybrid).

1.8.1.9. Other requirements of employment.

- 2. Positions are subject to and contingent upon internal Employer approvals and any additional requirements for employment by the Employer.
- 3. **Changes to Position Duration.** Regular bargaining unit staff may request a change to their position 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.
- 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, as maintained by Payfactors or any future vendor that replaces Payfactors. All Payfactors job descriptions will include, at a minimum, all of the essential functions of the position. The Employer

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will give bargaining unit staff and the Union at least ~~six months' sixty~~ thirty days' notice of anticipated changes to Payfactors job descriptions, whenever practicable, ~~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.

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