

## NOTIFICATION TIMEFRAMES BY CONTRACT

UNION	POSITION DESCRIPTION UPDATE	PERMANENT REASSIGNMENT	TEMPORARY REASSIGNMENT	PERMANENT WORK SCHEDULE CHANGE
<b>California State University Employees Union (CSUEU):</b> Units 2, 5, 7, 9  <i>Effective 1/31/18-6/30/20 (Contract extended to 6/30/22)</i>	<b>NOTIFICATION: SEVEN (7) DAYS*</b>  <u>Article 17.4:</u> - If a position description is to be altered, the employee shall be provided with a copy of the altered position description at <b>least seven (7) days</b> prior to its effective date.	<b>NOTIFICATION: FOURTEEN (14) DAYS*</b>  <u>Article 17.9:</u> - An employee shall be provided with written notice of permanent reassignment to another position <b>fourteen (14) days</b> prior to the effective date of such a reassignment.	<b>NOTIFICATION: SEVEN (7) DAYS*</b>  <u>Article 17.11:</u> - An employee shall be provided with written notice of such a temporary assignment of duties of another classification or temporary in-class progression at <b>least seven (7) days</b> prior to the effective date.	<b>NOTIFICATION: TWENTY-ONE (21) DAYS*</b>  <u>Article 18.2:</u> - An employee shall be provided with notification of a permanent work schedule change or a summer work schedule at <b>least twenty-one (21) days</b> prior to the effective date of the work schedule change.
<b>Academic Professionals of California (APC):</b> Unit 4  <i>Effective 1/31/18-6/30/20 (Contract extended to 6/30/22)</i>	<b>NOTIFICATION: SEVEN (7) DAYS*</b>  <u>Article 17.4:</u> - If a position description is to be altered, the employee shall be provided with a copy of the altered position description at <b>least seven (7) days</b> prior to its effective date.	<b>NOTIFICATION: NO REQUIREMENT (refer to Position Description Update timeframe)*</b>  <u>Article 17.2:</u> - The President may, consistent with the provisions of this Article, reassign an employee any position/duties which the President determines to be necessary and desirable to the CSU's operations/programs.	<b>NOTIFICATION: FOURTEEN (14) DAYS*</b>  <u>Article 17.4:</u> - An employee shall be provided with notice of such a temporary assignment at <b>least fourteen (14) days</b> prior to the effective date of such a temporary assignment.	<b>NOTIFICATION: TWENTY-ONE (21) DAYS*</b>  <u>Article 28.8:</u> - An employee shall be provided with notification of a permanent work schedule change or a summer work schedule change at <b>least twenty-one (21) days</b> prior to the effective date of the work schedule change.
<b>Teamsters Local 2010:</b> Unit 6  <i>Effective 1/26/16-6/30/20</i>	<b>PD UPDATE NOT STIPULATED IN CONTRACT</b>  <u>Article 15.2:</u> - An employee's position description shall be consistent with the classification standards for his/her classification. - An employee may request, in writing, a meeting with appropriate administrator to discuss a position description, reassignment, work assignment, or workloads.	<b>NOTIFICATION: REQUIRED BUT TIMEFRAME NOT SPECIFIED*</b>  <u>Article 10.5:</u> - Appointments shall be made through <b>official written notification</b> by the President. - No employee shall be deemed to be appointed in the absence of such official written notification  <u>Article 20.1:</u> - An employee shall be assigned/reassigned to a position by the appropriate administrator. Such assignments shall be consistent with the employee's classification except as provided elsewhere	<b>NOTIFICATION: REQUIRED BUT TIMEFRAME NOT SPECIFIED*</b>  <u>Article 10.5:</u> - Appointments shall be made through <b>official written notification</b> by the President. - No employee shall be deemed to be appointed in the absence of such official written notification  <u>Article 20.2:</u> - An employee may be temporarily assigned, on a de minimis basis, to perform other duties inconsistent with his/her classification or may be reassigned to a position in a higher	<b>NOTIFICATION: TWENTY-EIGHT (28) DAYS*</b>  <u>Article 22.8:</u> - No employee shall have his/her regularly scheduled shifts or days off changed without receiving a minimum of <b>twenty-eight (28) days</b> prior written notification of such change, except in emergency situations.
<b>Union of American Physicians and Dentists (UAPD):</b> Unit 1  <i>Effective 5/15/18-6/30/20 (Contract extended to 6/30/22)</i>	<b>PD UPDATE NOT STIPULATED IN CONTRACT</b>  <u>Article 12.1:</u> - The President may assign/reassign an employee any duties consistent with their classification.	<b>NOTIFICATION: REQUIRED BUT TIMEFRAME NOT SPECIFIED*</b>  <u>Article 11.2:</u> - Appointments shall be made through <b>official written notification</b> by the President. - No employee shall be deemed to be appointed in the absence of such official written notification from the President.  <u>Article 12.1:</u> - The President may assign/reassign an employee any duties consistent with their classification. - The employee shall receive notice of reassignment prior to implementation.	<b>NOTIFICATION: REQUIRED BUT TIMEFRAME NOT SPECIFIED*</b>  <u>Article 11.2:</u> - Appointments shall be made through <b>official written notification</b> by the President. - No employee shall be deemed to be appointed in the absence of such official written notification from the President.  <u>Article 12.2:</u> - An employee may be temporarily assigned to another classification by the President for up to six (6) months when the President determines such an assignment is in the best interest of the campus.	<b>NOTIFICATION: FOURTEEN (14) DAYS*</b>  <u>Article 18.2:</u> - No employee shall have their work schedule changed without receiving a <b>minimum fourteen (14) days</b> prior written notification of such change, except in emergency situations.
<b>Statewide University Police Association (SUPA):</b> Unit 8  <i>Effective 3/24/15-10/31/18 (extended to 4/1/19)</i>	<b>PD UPDATE NOT STIPULATED IN CONTRACT</b>	<b>PERM REASSIGNMENT NOT STIPULATED IN CONTRACT</b>	<b>NOTIFICATION: TIMEFRAME NOT SPECIFIED</b>  <u>Article 15.1:</u> - Any employee who is temporarily assigned to and performs the duties of a higher level position on an acting basis for longer than fifteen (15) consecutive calendar days shall be entitled to receive extra pay commencing with the sixteenth (16) day of the assignment.	<b>NOTIFICATION: TWENTY-ONE (21) TO TWENTY-EIGHT (28) DAYS*</b>  <u>Article 13.5(c):</u> - No employee shall have his/her regularly scheduled shifts or days off changed without receiving a <b>minimum of twenty-one (21) or twenty-eight (28) days</b> prior written notification of such change, except in emergency ("emergency" as defined in Article 2) situations or by mutual agreement.

\*notification template available