Notification of University’s Intent to Contract AFSCME Bargaining Unit or Supervisory Unit Work

# Notification

TO: AFSCME Chapter President

##  AFSCME District Council Director

 AFSCME Council 13 Subcontracting Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FROM: West Chester University

 University Sender’s Name

 Date Title

1. In accordance with Appendix S of the Master Agreement or Appendix O of the Master Memorandum we are notifying you that we are considering contracting out the below listed work:

 \_\_\_ Master Agreement bargaining unit work or \_\_\_ Master Memorandum supervisory unit work

 \_\_\_ **THIS CONTRACT IS FOR AN EMERGENCY**

\_\_\_ *The sending of this notification is not to be considered an admission by this University or PASSHE that the contract of the work in question involves AFSCME bargaining unit or supervisory unit work. Rather, notification is being sent to you on the belief that your union may have an interest in this contract in order to make an alternative proposal or that this contract involves work which may be viewed by your union as arguable bargaining unit or supervisory unit work, and thus, have an interest in knowing about it.*

1. \_\_\_ Enclosed is information including length, purpose, rationale, and estimated cost of the contract.

\_\_\_ This contract represents a capital project

C. Description of proposed contract:

 Additional information requested by Union – Date requested\_\_\_\_\_ Information requested\_\_\_\_\_

 Date provided \_\_\_\_\_\_ Information provided \_\_\_\_\_

D. The above referenced contract will cause:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yes |  | No |  |  | Yes |  | No |  |
|  |  |  | A layoff |  |  |  |  | Prevent an available qualified employee from being recalled |
|  |  |  | A downgrade |  |  |  |  |

If the answer to any of the above is yes, attach all documentation supporting reasonable cost savings or improved delivery of service.

# Union’s Responses to University’s Intent

##  To be completed by the Union

 TO:

 University Sender’s Name

 FROM: \_\_\_ AFSCME Chapter President \_\_\_ AFSCME Council 13

 Responder’s Name and Title Date

 AFSCME has reviewed the above referenced information and:

\_\_\_ Requests a meet and discuss

\_\_\_ Cost information on the contract requested

\_\_\_ Does not request a meet and discuss

1. **Details of Meet and Discuss Meetings (may be conducted via conference call)**
	1. Date(s) held

B. List of participants attached: \_\_\_ Yes \_\_\_ No

C. Union provided alternatives, including the following information:

1. How the work can be accomplished with existing personnel.
2. Reasonable cost savings.
3. Improved delivery of service.

D. University provided information:

E. Additional information requested/provided: Date Requested Date Provided Date Received

**IV. Management Decision** Date \_\_\_\_\_\_

 The information on this form and its attachments is accurate and has been provided to/discussed with the union.

 Management Date

### V. Request for Office of the Chancellor Review

 \_\_\_ The union requests that an Appendix S, Section 6 or Appendix O, Section 6 discussion on the matter be continued.

 Union Date

## VI. AFSCME Council 13 – Chancellor’s Office Review

 Union Representative(s)

 Chancellor’s Representative(s)

**VII. Chancellor’s Office Decision** Date

## VIII. Arbitration

 \_\_\_ The union requests arbitration (Master Agreement issues only) on the above referenced matter.

 Union Date