

1 **LETTER OF AGREEMENT-POSITION DESCRIPTIONS**
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3 The pParties mutually recognize the need of for position descriptions which that are up to date
4 and accurately reflect the work responsibilities of bargaining unit members. The pParties
5 recognize that the Employer is committed to ~~has not been~~ following university policy meant to
6 ensure that all bargaining unit position descriptions are up to date and accurate. The Employer is
7 now committed to ensuring that all bargaining unit position descriptions ~~have been~~ will be
8 updated ~~within three academic years of effectuation of this Agreement~~ by June 30, 2022.
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10 Development and revision of position descriptions is a collaborative process that should be done
11 deliberately and thoughtfully. Each supervisor or academic unit head should begin the process of
12 bringing position descriptions up-to-date by sending each bargaining unit member their position
13 description for review within three months of the ratification of this Agreement. Within a month
14 of receiving their position description, bargaining unit members should detail the parts of their
15 position description that do not match their current assigned duties.
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17 In the absence of a position description, the supervisor or academic unit head should meet with
18 the bargaining unit member to begin the process of creating a position description.
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20 Disputes between the bargaining unit member and the supervisor or academic unit head over
21 assigned duties and position descriptions will be resolved through the Position Description Joint
22 Labor-Management committee established by Section 7 of Article XX.