MUST PROVIDE NOTICE TO THE UNION NO LATER THAN THIRTY (30) CALENDAR DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE OUT OF UNIT MOVEMENT

\*No notice needed if out of unit movement occurred through an open recruitment

«Date»

«Name of Union Representative»

«Union e.g., UAW Local 5810»

«Address»

RE: Notice of Out of Unit Movement

Dear «Name of Union Representative»,

This notice is to inform you of the University’s intent to move the following individual(s) out of the unit:

«Name(s)» «In Unit Title(s)»

We have identified the following new duties or circumstances which constitute an out of bargaining unit designation:

«List duties or explain new circumstances»

The Academic Researcher (individual name or group) will be moved into title «Title» and title code «Title Code» effective «Date».

If you wish to meet and discuss the out of unit movement, within ten (10) calendar days from the date of this notice please contact «Local contact» to arrange a meeting.

Sincerely,

«Labor Relations»

cc: Academic Personnel

 Department/Dean’s office