

**USA CBA ARTICLES RE: NOTICE PERIOD FOR
SCHEDULE/LOCATION/SHIFT CHANGES**

VERSION 2

ARTICLE 8

WORKWEEK AND WORK SCHEDULES

SECTION 1. SCHEDULED HOURS, WORKWEEK, WORKDAY

- A. Except as otherwise specified in this Agreement, the regular hours of work for full-time employees shall be thirty-seven and one-half (37.5) hours per week excluding meal periods.
- B. The work schedule, both starting times and quitting times, of employees shall be posted on a bulletin board at each work location or otherwise made available to employees and Association stewards.
- C. When the appointing authority desires to change the work schedule and/or workweek, [shift or location](#) of an employee, a discussion shall be held with the affected employee prior to the issuance of a written notice. Such written notice shall be given to the affected employee at least ten (10) working days in advance of the date of such contemplated change. If requested by the affected employee written reasons for the change shall be provided within seven (7) calendar days of the request. Any such request must be made prior to the effective date of the schedule change. In no event shall such request for written reasons operate to forestall the effective date of the scheduled change. In cases of emergency involving the protection of the property of the appointing authority or involving the health and safety of those persons whose care and/or custody have been entrusted to the appointing authority, such discussion and/or written notice shall not be required unless such emergency continues to exist for more than five (5) working days. After that time, written reasons for the change in the work schedule and/or workweek will be provided to the affected employee in the most practicable manner.
- ~~C.~~ D. Regarding employee preference, whenever an Employee requests a change of workweek schedule or shift, approval of such request shall not be unreasonably withheld if a vacancy exists in the classification on a workweek schedule or shift other than that which they are then working, provided the employee has sufficient classification seniority and, in the judgment of the appointing authority, is able to adequately perform the duties of the vacancy.

ARTICLE 17B

PERMANENT, INVOLUNTARY TRANSFERS

- A. No employee, who is employed on the central campus of the University of Massachusetts at Amherst, shall be involuntarily transferred, on a permanent basis, to a work site that is more than fifteen (15) miles from Amherst.
- B. No employee, who is employed at a work site away from the central campus of the University of Massachusetts at Amherst, shall be involuntarily transferred, on a permanent basis, to a work site that is more than fifteen (15) miles from their current work site, unless the employee's entire office is relocated.
- C. When a permanent, involuntary transfer results in changing an employee's permanent work site, the employee shall be given thirty-ten (130) calendar-working days advance, written notice of such transfer per Article 8, Section 1.C. If the transfer is made because of a change in work load, assignments shall be filled by qualified volunteers in order of seniority. If there are no volunteers, assignments shall be made in inverse order of seniority. Such transfers shall not be made in an arbitrary or capricious manner.

~~ARTICLE 17D~~

~~WORK AREA, SHIFT PREFERENCE~~

~~The appointing authority may change an employee's workweek schedule, shift, and location as deemed necessary by the appointing authority. Unless the need for changing an employee's workweek schedule, shift, or location is of an emergency nature, the appointing authority shall give the employee twenty one (21) calendar days written notice of such change. Notwithstanding the foregoing in work locations and for employees whose schedules change at regular intervals during the year, seven (7) calendar days notice of such change shall be required. Whenever an Employee requests a change of workweek schedule or shift, approval of such request shall not be unreasonably withheld if a vacancy exists in the classification on a workweek schedule or shift other than that which they are then working, provided the employee has sufficient classification seniority and, in the judgment of the appointing authority, is able to adequately perform the duties of the vacancy.~~