

TENTATIVE AGREEMENT RE SCHEDULING
3/11/24

Article 15 Scheduling

- 15.1. **Applicability.** This article applies to ESEs whose positions have specific, scheduled hours.
- 15.2. **Employee Input.** Supervisors will make reasonable efforts to solicit ESE input before making changes to an ESE's schedule that are ongoing in nature. When making changes to scheduled hours, supervisors will work with ESEs to accommodate academic commitments, including classes and exams.
- 15.3. **Advance Notice.**
 - 15.3.1. ESEs will receive a written work schedule from their supervisor at least seven (7) calendar days before the start of their appointment or, for appointments made less than seven (7) calendar days prior to the start of work, as soon as practicable.
 - 15.3.2. The University will provide at least seven (7) calendar days' notice before a required change in the ESE's scheduled hours. Schedule changes with less than seven (7) calendar days' notice may be made by mutual agreement between the supervisor and the ESE.