

## Labor & Employee Relations



July 2012  
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# Management Guidance Bulletin

## Topic: Notices to Employees

**Background:** Article 46.7 of the new (2012-2015) MCGEO contract requires that a copy of certain notices to bargaining unit employees be provided to the Union.

### Relevant Notices

Departments/supervisors must provide a copy of the following documents to the Union:

- Disciplinary actions
- Notices of reduction-in-force
- Demotion
- Promotion
- Reduction-in-salary
- Employee overpayments

The Union's copy should continue to be sent using the same method as used in the past. There is no change to that practice.

Such notices, at the time the Union's copy is sent to the Union, must also contain the employee's address, work and home phone numbers and email address. The department may pre-include this information on the notice, or include a space for the employee to provide it. In the event of the latter, OHR recommends including the following statement:

The Collective Bargaining Agreement requires that the copy of this Notice that is sent to the Union include the employee's address, work and home phone numbers and email address. Please provide your preferred contact information below.

If the employee does not provide the information, the department must then provide it.

### Change from previous collective bargaining agreements (CBA)

Prior to the 2012-2015 CBA, when such notices were provided to employees, a form was attached that gave employees the option of having a copy sent to the Union. That form is no longer to be attached to the notice as the CBA now requires that a copy be sent to the Union with the following exception: employees still have the option to not have copies of notices sent to the Union but they must exercise that option by notifying the Director of Human Resources. In that event, OHR will follow up with the department to notify the department of the employee's choice. If an employee exercises that option, then copies of the notices identified above are not automatically to be provided to the Union although the Union may still be entitled to obtain copies through other appropriate means, e.g., the grievance procedure, or appropriate information request.

*(Management Guidance Bulletins represent OHR's interpretation of collective bargaining agreement language. They do not necessarily represent labor-management agreement and are intended to provide guidance to those who administer the contracts.)*