

*Memo*

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PERSL 1345

DATE: March 27, 1998

TO: Personnel Directors/Designees  
Labor Relations Directors/Designees  
DOER Labor Relations and Staffing Divisions

FROM: Katherine Megarry  
Labor Relations Representative Senior

PHONE: 297-7798

RE: APPENDIX Q OF THE AFSCME CONTRACT, *effective 7/8/98*

The attached packet contains important information regarding the implementation of the Clerical and Office Unit Supplement (“Appendix Q - Unit 6”) of the AFSCME contract. This Supplement was negotiated during the last round of bargaining, but does not go fully in to effect until July 8, 1998.

As you read through the materials, please note that *individual agencies will be playing key roles in 1) the initial class consolidation; 2) the review process tied to the consolidation; and 3) the new position qualification concept/process.*

Materials in this packet include:

- 1) Appendix Q, as originally negotiated. Appendix Q contains two distinct sections:
  - Section 1 - implementation of the Unit 6 class consolidation project.
  - Section 2 - utilization of “position qualifications” for vacancy-filling and layoff in all Unit 6 classes.

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2) MOU to Section 1E "Review Process" for Class Consolidation. Tentative agreement.

We have re-negotiated and reached a new tentative agreement on the review process for the 7/8/98 clerical consolidation. We anticipate that this MOU will be ratified by AFSCME by early May, 1998.

3) Explanation of Section 2 - Position Qualifications for Unit 6, including Standard Menu.

This document explains the concept of "position qualifications", identifies a standard menu of qualifications available beginning 7/8/98, and outlines a process for agencies wishing to implement agency-specific qualifications.

In addition to these materials, the Staffing Division will issue an Implementation Packet later this month. The Implementation Packet will guide agencies more specifically through the preparations needed for the 7/8 class consolidation. If you have any questions on any of these materials, please feel free to contact your labor relations or staffing representative or myself. This information should also be distributed to your staff and to supervisors throughout your agency who supervise clerical and office employees.