

November 30, 2012

Dear Members of the UAW Local 5000,

Per the Memo of Understanding signed on November 14, 2012, the University would like to utilize current UAW employees who are not full-time (40 hours), 12-months, during their off payroll times prior to hiring temporary workers to fill temporary clerical positions in varying departments.

Human Resources would like to establish a list of UAW employees interested in these temporary clerical positions. The order of selection will be based on seniority, qualifications, and availability. Current supervisor approval is also needed to obtain an additional job.

The UAW employee will maintain their regular rate of pay but will not accrue additional benefits or vacation. Holiday pay will be awarded based on hours worked during the pay period containing the holiday. This temporary clerical position will not entitle the employee to work more than 40 hours in a regular work week, therefore no overtime will be granted unless there is prior approval from both supervisors.

When a supervisor needs to fill a position, UAW employees who have expressed interest and are qualified will be contacted by Human Resources via telephone.

If you are interested in having your name on the list, email your full name, contact number and current resume to cahorsch@mtu.edu. Names can be added or removed from the list at any time. Currently a few departments are in need, so if you are interested, please contact me immediately by email.

Sincerely,



Catherine Burns
Labor Relations Specialist