

## **ARTICLE 3 RECOGNITION**

### **Section A. Representation Units.**

The Employer recognizes the Union as the exclusive representative and sole bargaining agent for the Bargaining Units of employees represented by the following certifications of the State Personnel Director:

Human Services Unit - certified November 17, 1985.

Administrative Support Unit - certified November 17, 1985.

The employees covered by this Agreement shall be those in the classifications listed in Appendices A & B of this Agreement and such other classifications as may be assigned to the respective Units under the Civil Service Rules and Regulations and/or in accordance with the provisions of this Agreement.

Employees working in managerial, confidential, or supervisory positions, or any positions excluded by the Civil Service Rules and Regulations, shall not be covered by the terms and conditions of this Agreement.

### **Section B. Classifications and Positions.**

#### **1. Classifications.**

a. The parties will review all abolishment of existing Unit classifications as well as all new classifications consisting of a significant part of the duties of existing Unit classifications.

b. When the Employer recommends creation of a new classification, the Employer shall give concurrent notice to the Union describing the class created, the number of positions, proposed salary range and the Bargaining Unit into which the Employer believes the new class should be placed.

c. The inclusion or exclusion of newly created classifications shall be resolved in accordance with the applicable Civil Service Rules and Regulations.

d. Copies of recommendations by the Union to the Civil Service Commission or the Department of Civil Service concerning abolishing, modifying or creating new classifications shall be forwarded to the State Employer and affected Departments.

#### **2. Positions.**

a. The Employer agrees not to remove existing Bargaining Unit positions, except as provided in the Civil Service Rules. The Employer will provide the Union notice thirty (30) days prior to requesting that Civil Service remove existing Bargaining Unit positions. The notice will provide supporting documentation, including the incumbent's name, identification number, position description, placement in organizational structure, as well as the rationale for the request.

b. Copies of CS 129s submitted by Departments to the Department of Civil Service to exclude or reallocate a Bargaining Unit position shall be forwarded to the Local Union at the time it is submitted to Civil Service.

c. When the Employer intends to make a limited-term appointment of six (6) months or more, or when a limited term appointment is to be extended beyond six (6) months the Employer will provide advance notice to the Union. Disputes regarding notice shall not be grievable.

An employee whose status has been gained in a limited term appointment may not be moved to a permanent position until the rights of permanent employees under Articles 12 and 13 have been exhausted.

3. Classified employees in classes and positions assigned to these Units in accordance with this Section shall be subject to the provisions of this Agreement.

**Section C. Appointment Duration.**

The parties agree that Appendix F defines the appointment duration of employees covered by this Agreement. Such definitions and benefit coverages are, hereby, incorporated into this Agreement by reference and shall constitute the sole applicable definitions and benefit descriptions thereof.