Notice to Exclusively Represented Classified Employees

Employees in several bargaining units have elected a union to serve as exclusive representative for all employees in the unit in collective bargaining. This notice provides information to these employees on rights and obligations arising under collective bargaining.

1. **Union Membership.** You have the right to choose whether to join the union that represents your bargaining unit. You are not required to join the union to keep your job. You may join or resign from the union anytime without affecting your employment status.

2. **Representation by Union.** All employees in a bargaining unit are subject to the collective bargaining agreement governing terms and conditions of employment in the unit. The union must fairly represent all employees in the unit over subjects covered by the agreement.

3. **Payroll Deduction of Union Dues.** Authorizing payroll deduction of dues to unions is done either online in HR Self Service (accessible from www.mi.gov/selfserv) or by calling the MI HR Service Center at 877-766-6447. You may authorize or deauthorize payroll deduction of dues anytime. Changes take effect the next pay period.

4. **Prohibited Activities.** Actual-duty time is when you are scheduled to receive any compensation, benefits, or accruals for performing your assigned duties as a classified employee in working pay status. You may engage in union activities during actual-duty time only as authorized by both the civil service rules or regulations and by your union and when properly coded as union activity on your timesheet. You may engage in union activities during off-duty time if they do not conflict with the performance of your duties. Union activities include the following on behalf of a union: collective bargaining, contract administration, grievance administration or adjustment, lobbying, labor-relations training, and union meetings. You must accurately report the amount of any union leave taken biweekly in your timesheet.