

ARTICLE XX. APPOINTMENT NOTIFICATION & SECURITY

HAW-UAW Proposal August 04, 2025

ARTICLE XX APPOINTMENT NOTIFICATION AND SECURITY

Section A: Letter of Job Offer or Appointment. All Employees will receive an offer letter in writing at least ninety (90) days prior to the start date of the appointment or job, however, in extenuating circumstances when advance notice is not possible, the Corporation will provide appointment letters at the time of appointment offer and no later than the commencement of work. The letter shall include:

1. Appointment title
2. Compensation or pay rate
3. Benefits
4. Effective Dates and Duration of Appointment (if applicable)
5. Job Description and Job Expectations
6. Supervisor and contact information
7. Where applicable, expected work schedule, including course meeting times and locations, included their FTE. The parties recognize schedules and locations may change prior to the start of the semester or term. Where applicable, any cap on the number of hours and the estimated average number of hours expected per week.
8. Response requirements to the appointment letter, if any
9. A statement that the position is covered by this collective bargaining agreement
10. A web address provided by the Union for HAW-UAW contact information, informational materials, and membership card

Section B: Appointment Security. The Corporation shall continue an Employee's position and the terms of the Employee's offer, including the level of compensation, benefits, and other terms and conditions of employment, for the duration of the term specified in the offer unless the Employee:

1. is terminated for just cause, pursuant to Article XX. Discipline and Dismissal;

ARTICLE XX. APPOINTMENT NOTIFICATION & SECURITY

HAW-UAW Proposal August 04, 2025

2. is laid off or furloughed pursuant to Article XX. Layoffs;
3. or voluntarily resigns.