

ARTICLE XX
APPOINTMENT NOTIFICATION ~~AND SECURITY~~ ~~AND SECURITY~~

New University language in yellow

Union language either accepted or rejected in red

Section A: Letter of ~~Job Offer or~~ Appointment. ~~All Employees receiving a new appointment for a subsequent term~~ Employees will receive ~~an offer letter~~ the letter of appointment within a reasonable amount of time, ~~ordinarily at least thirty (30) days~~ prior to the commencement of the new appointment, but in no event shall it be later than the commencement of the appointment. ~~at least ninety (90) days prior to the start date of the appointment or job.~~

Units are encouraged to notify Employees as soon as practicable as to whether they will receive a new appointment for a subsequent term.

~~All Employees will also receive an equivalent reappointment letter at least ninety (90) days prior to the end of their current appointment., however, in extenuating circumstances when advance notice is not possible, the Corporation will provide appointment letters at the time of appointment offer and not later than the commencement of work. .~~

The letter shall include:

1. Appointment title
2. Compensation or pay rate
3. Benefits (or link to benefits) if different from those mentioned in this Agreement
4. Effective starting dates and if ~~known~~ applicable, the end ~~termination~~ date for the appointment.
5. Job Description and/or a brief description of required duties
6. Supervisor and contact information
7. Where applicable, expected work schedule, including course meeting times ~~and locations~~ and locations, ~~including ed their~~ and FTE. The parties recognize schedules and locations

may change prior to the start of the semester or term. ~~Where applicable, For those who are working less than half time, the any~~ cap on the number of hours and the estimated average number of hours expected per week, ~~if any.~~

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 and contact information ~~informational materials.~~

If any of the information above is not known at the time of notification, the Employee will be informed as soon as is reasonable under the circumstances.

The provisions of Section A of this Article will take effect with appointments beginning no later than the ~~ninety (90) calendar days third semester~~ **six months** following ratification.

Section B: Appointment Security. The ~~Corporation~~ **University** shall continue an Employee's **appointment** ~~position and the terms of the Employee's offer,~~ including the level of compensation and **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;~~
2. ~~is laid off or furloughed pursuant to Article XX. Layoffs;~~
3. ~~voluntarily resigns.~~
4. **or transfers to another University position**