MEMORANDUM

Date: April 8, 2009
To: University Community
From: Lowell P. Rinker, Vice President for Business and Finance and CFO
Subject: Advisory Governing Outsourcing, Sub-Contracting and/or Performance of Work Subject to Contracted Labor

Here at the University, several employee groups are covered by collective bargaining agreements. Work of the unit is defined within those agreements and the University is legally bound to honor those definitions. There have been occasions when individuals in departments have either hired work to be done, or performed it themselves, usually without realizing the University’s obligations to preserve this work for the appropriate employees.

Please let this memo serve as a reminder to all departments that work related to maintenance, landscaping, dining, and custodial, with few exceptions, is work of the unit at the University. Not utilizing the appropriate staff for these functions not only creates issues with our compliance with the bargaining agreements, it may result in financial damages. Such costs will be borne by the department involved.

When there are questions which arise it is advisable to pose them when planning activities which may create issues. They may be addressed to Physical Plant Contract Administrator (Mr. Larry Scott 387-8595) or the University Labor Relations Director (Mr. Umar Abdul-Mutakallim 387-3648).

Your appreciation of our fine union staff is very much appreciated. Thanks in advance for your cooperation.