

Letter of Understanding

Between Roosevelt University and the Office and Professional Employees International Union Local #391

Whereas, management at Roosevelt University and the leadership of the Office and Professional Employees International Union (OPEIU), Local 391 meet monthly during the academic year (Union-University Committee) and;

Whereas, resulting from discussion at this University-Union Committee meeting, both the University and the Union recognize the need for standardized minimum requirements in each union grade level and;

Whereas, representatives from the University and the Union worked collaboratively to define these standards as detailed in the document entitled, "Minimum Requirements for Clerical Union Grade Classifications" (copy attached.)

Therefore, the University and the Union agree as of this date to apply the Minimum Requirements for Clerical Union Grade Classifications as follows:

1. All individuals hired into open clerical union positions must meet these minimum requirements and have successfully demonstrated competence in computer technology minimums prior to date of hire.
2. Current clerical union employees will not be required to demonstrate the computer technology competencies as referred to above to remain employed in the positions held on the effective date of this agreement. However, all clerical union employees must meet minimum requirements and have successfully demonstrated competence in computer technology minimums prior to changes in position via upgrade of current position or voluntary transfer.
3. All future job postings and new or updated clerical job descriptions will contain these new minimum requirements.

ROOSEVELT UNIVERSITY

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 391

By: Gretchen Van Natta
Vice President,
Human Resources

By: Jearlean Fleming
Vice President

Date: 5/9/08

Date: 5/7/08

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