November 17, 2014

**MEMORANDUM**

**TO**: Kevin Ayotte, Chair

 Academic Senate

**FROM**: Brian Tsukimura, Chair

 University Personnel Committee

**RE**: (APM 355) Policy on Assigned Time for Exceptional Levels of Service

At its meeting of November 13, 2014, the Personnel Committee discussed the creation to of APM 355 – Policy on Assigned Time for Exceptional Levels of Service, in compliance with the newly ratified Unit 3 Collective Bargaining Agreement (CBA). The following motions were made:

MSC – to remove section IV from draft policy

MSC – to waive second reading

MSC – to send to Executive Committee and Senate for approval

The language for this policy was lifted from the Policy on Sabbaticals (APM 360), and directly from the CBA. We have highlighted the CBA language, which are definitions of service that can receive assigned time, and cannot be altered. The rest of the policy is taken from APM 360 where appropriate.