

**To:** Steve Herron, Labor Relations Director  
Issa Simpon, Local 88 Business Representative  
**From:** Shelly Kent, Library Human Resources Manager  
**Date:** March 31, 2014  
**Re:** FY15 Designated Work Units

**Executive Summary:** This is the annual update on Library work unit designations for purposes of lateral transfers under the AFSCME Local 88 contract, Article 22. The only change from FY14 is that the names of some work areas have been updated.

**Key points:**

The Library's three designated work units (in bold) for FY14 are as follows:

**1. Director's Office Work Unit:**

- Director's Office staff

**2. Neighborhood Libraries, Central Library, Adult and Youth Services Divisions and Materials Movement Work Unit:**

- Central Library Administration
- Central Library Access Services
- Central Library Information Services
- Materials Movement (Library Administration, Sort Center)
- Neighborhood Libraries Administration and LIBROS Outreach Specialist
- Neighborhood Libraries
- Programming and Community Outreach
- Systemwide Access and Information Services
- System-wide Assistance Team
- Youth Services (Youth Services Management, School-Age Services, Every Child Initiative)

**3. Support Services Work Unit:**

- Business Services
- Facilities
- Human Resources (Administrative Support Services, Employee Services, Learning Systems, Volunteer Services, Title Wave Book Store)

- Marketing + Online Engagement
- Technical Services (Selection and Acquisition, Cataloging, Processing)

Note: Local 88 and the county have entered into a [Memorandum of Exception regarding the Technical Services work unit designation](#) whereby employees in Technical Services can exercise their seniority to lateral transfer into the Neighborhood Libraries, Central Library, Adult and Youth Services Divisions and Materials Movement work unit. However, Technical Services is considered a part of the Support Services work unit for the purposes of lateral transfers into Technical Services. The memorandum expires at the termination of the 2011-2014 Local 88 contract unless otherwise mutually agreed to.

Employees can find the designated [Work Units](#) listed on the Commons.

**Rationale and background:** Article 22.VII.B. requires that management provide notice of designated work units on an annual basis. Under Article 22.III, employees have the right to transfer to positions they are qualified for within their classification on the basis of seniority.

**Whom to contact with questions:** Shelly Kent, HR Manager, [shellyk@multco.us](mailto:shellyk@multco.us)

**Who provided input:** The Executive Management Team