ARTICLE 31
WORK PROCESS AND PROCEDURES

The UNIVERSITY has the right to introduce new or improved methods, materials, equipment, or facilities and to change or eliminate existing methods, equipment, or facilities. Should such changes affect the composition of the work force, the UNIVERSITY will provide notice to the Union and, upon request, will meet to discuss the impact on bargaining unit employees.

The UNIVERSITY also has the right to maintain safety, efficiency, and order in its operations.

The UNIVERSITY is committed to maintaining adequate staffing levels to meet the requirements of the work as the budget allows. For the CAMPUS and LABORATORY, there will be at least one 'Lead' per classification. In addition, there will be at least one Lead worker for each department that has five or more bargaining unit full time equivalent (FTE) positions.

The UNIVERSITY shall notify the UNION of any awarded maintenance contracts prior to the "Notice to Proceed" being issued to the contractor.

The employee will be responsible for appropriate safeguarding of vehicles, communication devices, computers and other UNIVERSITY property that has been provided in the course of carrying out assigned tasks. LABORATORY Principal Plant Maintenance Technicians, 910.3, shall be reclassified to Specialist Plant Maintenance Technicians, 910.4, after four years full-time service at 910.3.