



AMERICAN UNIVERSITY

WASHINGTON, DC

OFFICE OF HUMAN RESOURCES

Dear Colleagues,

Recently, certain staff in the Provost's Division voted to be organized into a bargaining unit and will be represented by SEIU Local 500. I'm writing today to provide more information on the bargaining unit and the next steps.

The bargaining unit will represent some 590 full- and regular part-time staff in the Provost's Division. It includes positions with titles such as administrative assistant, administrator, advisor, assistant director, assistant registrar, analyst, assistant, AV tech, coordinator, counselor, customer service rep, instructional designer, manager, specialist, staff assistant, systems administrator, technician, and website manager. It also includes small number of positions with more unique titles.

It does not include staff who supervise other full-time or regular part-time staff, staff who qualify as confidential employees based on their access to or use of confidential information, staff who hold positions that are externally funded, and students paid from budget lines for student wages or Federal Work Study funds. HR will identify for deans and department heads those positions within their units which are part of the bargaining unit.

We understand that managers and staff may be interested in further information about the impact of this decision on day-to-day operations. We expect the collective bargaining process will begin in early 2021 and take about 12-24 months to negotiate and ratify the first collective bargaining agreement. In the meantime, existing AU staff policies continue to apply to this group. Managers should feel free to contact employeerelations@american.edu with any questions or for guidance on HR matters, including those involving regular part-time staff.

We look forward to beginning the collective bargaining process. We have enjoyed a positive working relationship with SEIU in matters involving the adjuncts and graduate students, and will continue to do so.

Best Regards,

Beth Muha
Assistant Vice President of Human Resources

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