ARTICLE 12
NOTICES TO EMPLOYEES

Section 1

When the Employer presents an employee with any of the written notices listed below, that notice shall state at the top in capital letters: "AT YOUR OWN OPTION, YOU MAY FURNISH THIS NOTICE TO NTEU":

A. letters proposing disciplinary or adverse action;

B. final decision letters on any disciplinary or adverse action;

C. letters of advance notice and of final decision to withhold a within-grade increase;

D. letters of advance notice and of final decision to impose a reduction-in-force;

E. letters of advance notice and of final decision to downgrade an employee's position classification;

F. notices of involuntary reassignment;

G. leave restriction letters;

H. notice to terminate during probationary or trial period;

I. notices of proposal and final decision to remove or demote an employee for unacceptable performance;

J. letters denying waiver of an overpayment; and

K. letters denying outside employment activity requests.

Section 2

When applicable, the decision notices referenced above will advise employees of their grievance and/or appeal rights established by law, rule, regulation, and/or this Agreement.

[Signatures]

Peter E. Shemeh 7/25/06

[Signature]

7/26/06