

<b>HUMAN RESOURCES MEMORANDUM 00-010</b>	DATE ISSUED: 03/23/2000
SUBJECT: <b>UNION INFORMATION PACKETS, BARGAINING UNIT 12</b>	REFERENCE: None
TO: PERSONNEL LIAISONS for BPM, TD, OFA, PD, OSP, PSB	SUPERCEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

In accordance with the Bargaining Unit 12 agreement, the International Union of Operating Engineers (IUOE) is obligated to furnish IUOE Information Packets to all new Unit 12 hires. The IUOE will provide your office with a supply of the IUOE Information Packets to distribute to new Unit 12 hires.

To request these packets, the offices within DGS that employ Unit 12 employees are asked to provide IUOE with the following information:

1. The name of the individual or individuals who are to receive these packets. I.e. personnel liaisons, managers, supervisors at the Unit 12 employee's locations.
2. The address of the individual or individuals;
3. The approximate number of packets that are to be provided to each address. Each site should request an approximate 3 to 5-month supply.

Send this information directly to Mr. Glick at the following address:

Mr. Ron Glick  
State of California Unit 12, Division Central Office  
International Union of Operating Engineers  
Locals 3, 12, 39, and 501, AFL-CIO  
4044 No. Freeway Blvd., Suite 140  
Sacramento, CA 95834

These requests should be sent immediately to ensure timely distribution to new Unit 12 hires.

Questions regarding this memorandum should be directed to your assigned Personnel Analyst.

LYNN W. CATANIA, Manager  
Personnel Operations Section

LWC:KMH

cc: Assistant Personnel Managers  
Personnel Analysts