

**Memorandum of Agreement**  
**between Montclair State University (the University) and AFT Local 1904 (the Local)**  
**on Interim Head for Research and Reference Services, Sprague Library**

The position of Head for Research and Reference Services, Sprague Library will be vacant as of 1 September 2022. It is anticipated that it will take some time to fill the Position. Assignment of a subset of the duties of this position on an interim basis will provide for continuity of operations in Sprague Library.

Therefore, **the University and the Local agree to the following:**

1. The Provost, or designee, may offer assignments of some or all of the usual duties and responsibilities of the Head for Research and Reference Services, Sprague Library, on an interim, supplemental basis to Librarians in Sprague Library. The respective duties of these assignments for the specified period shall be:
  - a. Assignment A: Compensation \$200/week  
representation of Research and Reference Services at meetings of the Library Administrative Council, including preparation for meetings, as well as solicitation of input and reporting back to the staff and librarians in Research and Reference Services.
  - b. Assignment B: Compensation \$300/week
    - i. hiring, on-boarding and supervision of part-time librarians
    - ii. scheduling for classes and staffing of the reference desk
    - iii. assistance with on-boarding of the permanent Head of the Department, when hired
2. The term of each assignment shall be initially specified as a number of consecutive work weeks, including the week of Monday, August 29. The Provost, or designee, may offer an extension of an assignment, also specified as a number of consecutive work weeks, continuing directly from the end of a previously accepted assignment. In the event that, having previously accepted an assignment, a Librarian declines the offer of an extension, the Provost, or designee, may offer the assignment to another Librarian. The University reserves the right to end the assignments, at its discretion prior to October 31, 2022 upon notification to the Local.
3. Offers for these assignments shall be made in writing to individual librarians, with reference to the terms and conditions of the assignment as specified in this Agreement, and to the Agreement itself. The University Administration shall provide the Local with copies of all such offers and a record of the acceptance or nonacceptance of each offer.
4. Acceptance of an assignment under this Agreement shall be voluntary.
5. Payment of compensation for the assignment shall be made on the regular pay date(s) corresponding to the assigned work week(s).
6. The University Administration shall provide to the Union copies of all announcements and communications to Librarians and/or the Dean of the Library regarding implementation of this

Agreement.

7. This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and AFT Local 1904, including the Local Selected Procedures Agreement.
8. This Agreement shall be in effect through the Week of 31 October 2022, and may be extended by mutual agreement of the University Administration and the Local, otherwise having no effect, and providing no precedent for operations in any subsequent period.

In witness whereof, the representatives of the University Administration and AFT Local 1904 have acknowledged their understanding of this Memorandum of Agreement and affix their signatures below.

For Montclair State University

 8/31/22

For AFT Local 1904

 31 August 2022

A. David Trubatch, VP for Negotiations