

**MICHIGAN STATE
UNIVERSITY**

Letter of Agreement
Between
Michigan State University,
and
Administrative Professional Association

As a result of discussions between the Parties, and in recognition of the efforts made by employees, the following is hereby agreed between Michigan State University (hereinafter "the University") and the Administrative Professional Association (hereinafter "the Union").

1. The University shall have the ability to issue one-time, lump sum bonuses in January 2022 as called for in this Letter of Agreement.
2. The one-time, lump sum bonuses shall be subject to the following conditions:
 - a. The bonuses shall be in the form of a one-time payment of one-thousand, five-hundred dollars (\$1,500) less applicable deductions. The bonus/supplemental income tax deductions will apply.
 - b. The bonuses shall not be added to base compensation.
 - c. The bonuses will not be subject to withholding and university contribution for the 403(b) base retirement program.
 - d. Eligibility shall be limited to regular full and part-time employees and temporary employees who:
 - i. Were employed on September 1, 2021, and
 - ii. Are still employed on January 1, 2022.
 - e. On-call employees and project-pay employees are not eligible.
 - f. Employees on leaves of absence (paid or unpaid) will be eligible except for the following:
 - i. Employees on long term disability who have exhausted their eligibility to return to work as of January 1, 2022, will not be eligible.
 - ii. Employees who are on a leave to retirement as of January 1, 2022, will not be eligible.
 - g. Employees who are on layoff status on January 1, 2022 shall not be eligible.
 - h. Employees are only eligible if, as of January 1, 2022, they have complied with University COVID-19 protocols as follows:
 - i. They have completed the vaccine attestation form,
 - ii. They are fully vaccinated, have begun a program of vaccination, or have a pending or approved exemption request, and



**Human
Resources**

Employee Relations

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48823-5239

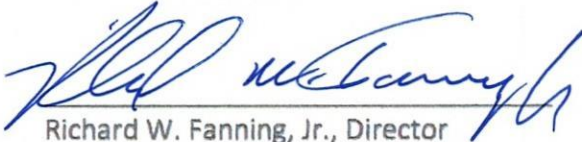
517-353-5510
Fax: 517-353-3523
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- iii. They have registered for the Early Detection Program (EDP) if required to participate in the EDP.

Employees who do not meet the conditions set forth in this sub-paragraph 2(h) shall not be eligible for the bonuses discussed in this Letter of Agreement.

3. This Letter of Agreement is non-precedent setting. The University is under no obligation whatsoever to offer these or similar bonuses in the future.

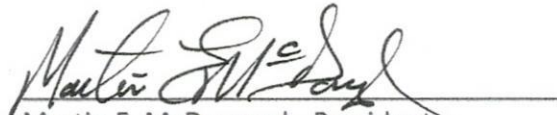
FOR THE EMPLOYER



Richard W. Fanning, Jr., Director
Office of Employee Relations

Date: 1/14/2022

FOR THE UNION



Martin E. McDonough, President
Administrative Professional Association

Date: 2/13/2022