

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**COMMONWEALTH OF MASSACHUSETTS**  
**and the**  
**NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES**  
**UNITS ONE AND SIX**  
**concerning the**  
**Elimination of the Office Support Specialist I & II series**

The Commonwealth of Massachusetts, through the Human Resources Division (HRD) and the National Association of Government Employees (NAGE- Units One and Six) agree to the following changes regarding the Office Support Specialist series enabled by agreement of the parties on May 25, 2008.

The parties agree that the titles of Office Support Specialist I (OSS I) and Office Support Specialist II (OSS II) shall revert to the titles of Administrative Assistant I and Administrative Assistant II, and that the OSS series is eliminated. All incumbents of the Office Support Specialist series affected by this change shall be classified accordingly and returned to unit 6.

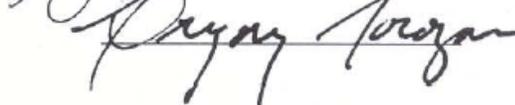
Any employee promoted to this title, who wishes to revert back to the title from which she/he was promoted, may do so within thirty (30) days of the execution of this agreement. Employees who wish exercise this option and voluntarily demote to their prior position must inform their Appointing Authority in writing within thirty (30) days of execution of this agreement or, within two weeks from the date they are notified in writing of the agreement, whichever is later..

Signed this 31<sup>st</sup> day,        October, 2008.

For the Commonwealth:

  
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For the Union:

  
  
  
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