

# United Academics Executive Council Handbook



## Table of Contents

### **United Academics** of the **University of Oregon**

Preface	3
Mission Statement	4
Officers and Chairs	5
Representative Assembly	6
Staff	8
Affiliates	9
Executive Council	10
Motion Form	12
Committees	13
Dues and Membership	14
Retirees	15
Anti-Fraud Policy	16
Conflict of Interest	18
Document Retention and Destruction Policy	21
Whistleblower Protection Policy	23
Expense and Reimbursement Policy	25
Email Policy	30
Outstanding Contribution Awards	32
Political Endorsements	33
Procedures for Contract Negotiations	38
Non-Political Donations	39

## Preface

This United Academics handbook is designed for quick reference to a variety of basic organizational information. It is intended for use by UA Executive Council members and not for general circulation.

## United Academics Mission Statement

We promote and defend quality public higher education by working together to uphold the University of Oregon's academic and research priorities.

We believe in democracy, fairness, transparency, academic excellence, diversity, access to education, and economic opportunity.

We aim to enhance the quality of faculty work life and student education by negotiating our terms and conditions of employment.

## Officers and Chairs of United Academics

### President

Michael Dreiling  
541-337-4285  
[dreiling@uauoregon.org](mailto:dreiling@uauoregon.org)

### Executive Vice President

Nathan Whalen  
541-  
[whalen@uauoregon.org](mailto:whalen@uauoregon.org)

### Secretary

Chris Sinclair  
303-549-4540  
[sinclair@uauoregon.org](mailto:sinclair@uauoregon.org)

### Treasurer

Bill Harbaugh  
541-505-1693  
[harbaugh@uauoregon.org](mailto:harbaugh@uauoregon.org)

### Vice President for Tenure-Track Faculty Affairs

Maram Epstein  
541-  
[epstein@uauoregon.org](mailto:epstein@uauoregon.org)

### Vice President for Non-Tenure Track Instructional Affairs

Mike Urbancic  
541-515-5108

[urbancic@uauoregon.org](mailto:urbancic@uauoregon.org)

Vice President for Non-Tenure Track Research Affairs  
Mike Strain  
541-556-4077  
[strain@uauoregon.org](mailto:strain@uauoregon.org)

Chair of the Diversity and Equity Committee  
Michael Hames-Garcia  
541-743-1801  
[hames-garcia@uauoregon.org](mailto:hames-garcia@uauoregon.org)

Chair of the Grievance and Contract Administration Committee  
Heather Quarles  
541-912-0293  
[quarles@uauoregon.org](mailto:quarles@uauoregon.org)

Chair of the Organizing, Membership, and Communication Committee  
David Woken  
812-219-4306  
[woken@uauoregon.org](mailto:woken@uauoregon.org)

Chair of the State and Higher Education Committee  
Tres Pyle  
541-  
[pyle@uauoregon.org](mailto:pyle@uauoregon.org)

## Representative Assembly

At Large  
TT Representative

### CAS Humanities Division

TT Representatives  
Lowell Bowditch - [bowditch@uoregon.edu](mailto:bowditch@uoregon.edu)  
Roy Chan – [rbc@uoregon.edu](mailto:rbc@uoregon.edu)  
Gina Psaki – [rpsaki@uoregon.edu](mailto:rpsaki@uoregon.edu)

NTT Instructional Representatives  
Bruce Evans – [bevans@uoregon.edu](mailto:bevans@uoregon.edu)  
Kelley Leon Howarth – [khowarth@uoregon.edu](mailto:khowarth@uoregon.edu)

Vacant  
CAS Natural Science Division  
TT Representatives  
Jeff Cina – [cina@uoregon.edu](mailto:cina@uoregon.edu)  
Lou Moses – [moses@uoregon.edu](mailto:moses@uoregon.edu)

## CAS Social Science Division

TT Representatives  
Gerald Berk – [gberk@uoregon.edu](mailto:gberk@uoregon.edu)  
Priscilla Yamin – [pyamin@uoregon.edu](mailto:pyamin@uoregon.edu)  
NTT Instructional Representatives  
Nicholas Kohler – [nicholas@uoregon.edu](mailto:nicholas@uoregon.edu)

## College of Education

TT Representatives  
Vacant

NTT Instructional Representatives  
Vacant  
Jo Smith – [jos@uoregon.edu](mailto:jos@uoregon.edu)  
Vacant  
Library  
NTT Instructional Representatives  
David Woken – [dwoken@uoregon.edu](mailto:dwoken@uoregon.edu)  
Annie Zeidman-Karpinski – [annie@uoregon.edu](mailto:annie@uoregon.edu)

## Lundquist College of Business

TTF Representative  
Vacant

NTT Instructional Representatives  
Frank Veltri – [fveltri@uoregon.edu](mailto:fveltri@uoregon.edu)  
Josh Skov – [jskov@uoregon.edu](mailto:jskov@uoregon.edu)

Physical Education  
NTT Instructional Representatives  
Vacant

Research Units  
NTT Research Representatives

Joshua Razink – [jrazink@uoregon.edu](mailto:jrazink@uoregon.edu)

Judit Pungor – [jpungor@uoregon.edu](mailto:jpungor@uoregon.edu)

Vacant

Vacant

## School of Architecture and Allied Arts

TT Representatives

Peter Keyes – [pkeyes@uoregon.edu](mailto:pkeyes@uoregon.edu)

Christopher Michlig – [cmichlig@uoregon.edu](mailto:cmichlig@uoregon.edu)

NTT Instructional Representatives

David Turner – [dturner@uoregon.edu](mailto:dturner@uoregon.edu)

Betsy Tanenbaum – [btanen@uoregon.edu](mailto:btanen@uoregon.edu)

## School of Journalism and Communication

TT Representatives

Carl Bybee – [bybee@uoregon.edu](mailto:bybee@uoregon.edu)

NTT Instructional Representatives

## School of Music and Dance

TT Representatives

Vacant

NTT Instructional Representatives

Vacant

## Staff of United Academics

Executive Director

David Cecil

541-868-7504

[cecil@uauoregon.org](mailto:cecil@uauoregon.org)

Organizer

Elizabeth Pellerito

248-770-4513

[elizabeth@uauoregon.org](mailto:elizabeth@uauoregon.org)

Administrative Coordinator

Kristy Hammond

541-222-0571

[kristy@uauoregon.org](mailto:kristy@uauoregon.org)

### Affiliates of United Academics

American Association of University Professors

President: Rudy Fichtenbaum  
1133 Nineteenth St., NW, Suite 200  
Washington, DC 20036  
Phone (202) 737-5900  
<http://www.aaup.org>

American Association of University Professors – Oregon Conference

President: Michael Dreiling  
<http://www.aauporegon.org>

American Federation of Teachers

President: Randi Weingarten  
555 New Jersey NW  
Washington, DC 20001  
<http://www.aft.org>

American Federation of Teachers - Oregon

President: David Rives  
10228 SW Capitol Hwy  
Portland, Oregon 97219  
<http://or.aft.org>

American Federation of Labor – Congress of Industrial Organizations

President: Richard Trumka  
815 16th St., N.W.  
Washington, D.C. 20006  
<http://www.aflcio.org>

Oregon AFL-CIO

President: Tom Chamberlain  
3645 SE 32<sup>nd</sup> Ave  
Portland, OR 97202  
<http://www.oraficio.org>

### United Academics Executive Council

Composition

The Executive Council shall consist of the officers and the chairpersons of the Diversity and Equity Committee; the Grievance and Contract Administration Committee; the Organizing and Membership Committee; the Communications Committee; and the State and Higher Education Issues Committee.

#### Meetings

The Executive Council shall meet at least monthly, or at the call of the President, or at the call of four (4) or more of its members, or at the call of the Representative Assembly, for the purpose of initiating, overseeing or revising the program of the union, and to conduct other business of the union that is within its authority. All members of the Executive Council must be notified of the date, time, and location of each Executive Council meeting. A quorum for the Executive Council shall be one-half of its members.

The Secretary of the union shall be responsible for taking minutes during Executive Council meetings.

*Robert's Rules of Order Newly Revised* shall govern Executive Council meetings.

#### Motions

Motions made and passed during Executive Council meetings must be documented using the United Academics Motion Form (see next page).

#### Budget

The Executive Council shall prepare and present for approval to the Representative Assembly an annual budget in the month prior to the beginning of the fiscal year, which shall be July 1.

#### Expenditures

Expenditures in excess of \$200 for the purchase of a single item or service must be approved by the Executive Council.

#### Hiring

The Executive Council shall employ all professional, technical, clerical and support staff of the union and shall establish the salary, benefits and expense guidelines of any employees of the union.

The Executive Council shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the

extent permitted by applicable law or statute. The Executive Council shall have the power to sue, complain, and defend on behalf of the membership.

#### Constitution and Bylaws

The Executive Council shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the union.

#### Reports

The Executive Council shall issue regular reports, including an annual report, to the Representative Assembly and the membership.

#### Absences

Four unexcused absences from an Executive Council meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Council member's suspension and/or replacement. Pursuant to Article IV, Section 16, the Executive Council shall have the authority to appoint a member to take the seat of an Executive Council member who was suspended or replaced under the terms of this Section. If the seat of a Vice President becomes vacant due to unexcused absence, he or she must be replaced by a member from the same constituency.

#### Vacancies

With the exception of the President, or in case of a recall, the Executive Council will have the power to fill vacancies in its membership or the Representative Assembly until the next general election.

In the event of the absence, illness, or death of the President, the Executive Vice President will assume the duties of the President.

#### **United Academics Motion Form**

Date:

Motion:



Budget:

Budget line item:

Motion Maker:

Second:

Vote - Y:

N:

### United Academics Committees

The Executive Council shall approve the membership of all regular and intermittent committees of the union, except the Elections Committee, and receive regular reports from such committees.

#### Regular Committees

United Academics has several committees that meet on a regular basis and are chaired by a member of the Executive Council. These committees are:

- Finance Committee
- Diversity and Equity Committee
- Grievance and Contract Administration Committee
- Organizing and Membership Committee
- State and Higher Education Issues Committee
- Communications Committee

Committee chairs select committee members and present their names to the Executive Council for approval.

Each committee shall present an annual program of action to the Executive Council at the Executive Council Retreat and at the Fall General Membership Meeting.

Each Executive Council member is expected to serve on two of the Regular Committees.

#### Intermittent Committees

United Academics also has several committees that meet less regularly or only when needed. These committees are:

- Collective Bargaining
- Elections Committee
- Constitution and Bylaws Committee
- Awards Committee

Appointment to these committees will be through the process described in this document or in the Constitution and Bylaws.

#### Dues and Membership

The dues rate is set at 1.1% of salary for all bargaining unit faculty members.

#### Membership

All classifications of employees listed in the certification issued by the Employment Relations Board of the State of Oregon in Case No. CC-002-12 are eligible for membership in this union.

No person shall be denied membership, nor shall this union ever discriminate against individual members or applicants for membership on the basis of political beliefs; individual or group identity characteristics, such as race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression; marital or civil union status; or disability.

#### Full Members

A member in good standing, or “full member,” is defined as a bargaining unit member who has been actively employed by the university in a bargaining unit position at any time during the last twelve months, has signed a union membership card, and either pays regular membership dues while employed by the university or pays a \$10 per month membership dues fee when not employed by the university.

- a. Members in good standing have voting rights as described in the relevant section(s) below. The term “member” is used throughout this document to

- mean a member in good standing.
- b. A member who is or was more than 30 days delinquent in dues payment while they were employed shall be considered to be a member in bad standing, and shall be promptly notified of such status. A member shall be removed from full membership in this union, with notice, following three months of dues nonpayment during a period in which they were employed, unless a plan to pay back dues is made and approved by both the Executive Council and the member.
  - c. A fair share member is not a member in good standing because he or she has not signed a membership card. Fair-share bargaining unit members do not have union voting rights.

#### Fair Share

Bargaining unit members who do not join United Academics are known as “fair share” payers and are not members in good standing. Fair share payers cannot participate in the business of the union and do not receive benefits through AFT and AAUP.

#### Objectors

Bargaining unit members can become “objectors” by filling out a form provided to them by the union. Objectors receive a discount on dues in proportion to the amount of money that the union spends on non-chargeable items, such as political action or promotional items for members. The objector policy is included in the Supplemental Documents section at the end of this document as “Union Hudson Procedure.”

#### Retirees

The Executive Council shall establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT and AAUP guidelines.

#### United Academics Anti-Fraud Policy

#### General Statement

United Academics and its Executive Council, employees,

and volunteers must, at all times, comply with all ethical principles and policies of the organization and all laws and regulations governing the activities of the organization. The council accepts its responsibility to undertake all appropriate actions to prevent and detect fraud against the organization or that may be perpetrated by anyone associated with the organization.

#### Fundamental Concepts

The Executive Council, with the assistance of the Executive Director when appropriate, is charged with the responsibility for the following:

- Creating, demonstrating, and maintaining a culture of honesty and high ethics by setting the tone at the top. This includes preparing a code of conduct that expresses zero tolerance for unethical behavior and communicating it to all employees and leaders of the organization. Management should also train employees regularly regarding the organization's values and document their understanding and compliance therewith at least annually.
- Regularly assessing fraud risks (including management fraud) and related risks that may occur within the organization. This includes establishing and monitoring appropriate policies, procedures, and controls designed to mitigate or eliminate the risk of fraud and abuse. A report regarding such fraud risks and actions taken must be made to the Executive Council at least annually.
- Creating, implementing, and monitoring a strong system of controls, including continually seeking ways to increase security in the organization's computer, recordkeeping, and payment systems.
- Training employees and leaders to be alert to warning signs of fraud and unethical behavior and providing a system for reporting such matters. Reporting irregularities by creating a system for employees and leaders to anonymously report (to the designated Executive Council representative or EC, if management is involved) illegal or unethical actions they have witnessed or that they suspect. This system

should promote transparency with the external auditors.

- Conducting regular (at least annual) audits of the organization's financial records, including evaluating the organization's antifraud policies and procedures, internal controls systems and other relevant matters. These audits will be performed by an external auditing firm. The results of such audits are to be communicated to the Executive Council and other authorized parties.

#### Summary

The Executive Council and Executive Director are responsible for preventing and detecting fraud and abuse within the organization. They are also charged with establishing, implementing, and monitoring policies and procedures that address the fundamental responsibilities noted above.

#### United Academics Conflict of Interest Policy

##### Disclosure of Financial Interests

All United Academics Executive Council members and all committee members exercising EC-delegated powers, including standing committee members, must disclose possible conflicts of interest to the committee on which the member serves. A potential conflict of interest is the existence of any financial interest in any entity or matter that is the subject of a transaction or arrangement of which a member knows (or has reason to know) that United Academics (or any organization legally related to it) has or is negotiating. In addition, all material facts related to that interest must be disclosed. Financial interests include any direct or indirect relationship, through business, investment, or family, such as actual or potential ownership or investment interests or compensation arrangements. Family is defined as including grandparents, parents, spouses, siblings, siblings-in-law, children and their spouses, and grandchildren and their spouses. A financial interest is not necessarily a conflict of interest. As explained below, an individual who has a financial interest

may have a conflict of interest only if the Executive Council or relevant committee decides that a conflict of interest exists.

#### Determination of Conflicts of Interest

After the person has delivered all relevant information and has recused him- or herself from the discussion, the Executive Council or other committee exercising EC-delegated powers, including standing committees, must use its best judgment in determining whether or not the financial interest creates a conflict of interest that merits recusal of the interested member from consideration of and voting on the matter.

#### Resolution of Conflicts of Interest

If the Executive Council or other committee exercising EC-delegated powers, including standing committees, determines that a conflict of interest exists, it must ensure that the interested member(s) do not participate in discussion and voting with regard to the transaction. The remaining members of the Executive Council or other committee exercising EC- delegated powers, including standing committees, may approve the transaction or arrangement, or some alternative if it determines it to be: a) in the organization's best interests and benefit; b) fair and reasonable to the organization; and c) the most advantageous transaction or arrangement the organization can make under the circumstances.

#### Violation of Conflict-of-Interest Policy

If an Executive Council member or member of a committee with EC-delegated powers, including standing committees, has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, s/he shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the EC or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it will take what steps it deems necessary to rectify the situation, which may include, but need not be limited to, cancellation of the transaction or arrangement generating the conflict.

#### Records of Proceedings

The minutes of the Council and of all committees with Council-delegated powers shall contain:

- a. the names of any persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Council's or committee's decision as to whether a conflict of interest in fact existed; and
- b. the names of any persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

#### Distribution of Conflict-of-Interest Policy

All Executive Council members and members of committees with EC-delegated powers, including standing committee members, shall receive a copy of this Financial Conflicts of Interest Policy.

#### Explanation

In 2009, the IRS implemented a new Form 990, the publicly available financial disclosure form that United Academics files annually as a non-profit organization. This new 990 includes a separate governance section with a number of questions about the United Academics governance practices and policies, including the following:

1. Does the organization have a written conflict of interest policy?
2. Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?
3. Does the organization regularly and consistently monitor and enforce compliance with the policy?

Accordingly, Executive Council members will be provided annually with this form and questionnaire, and asked to disclose any matters that might give rise to conflicts under the policy. In addition, Executive Council members are under an ongoing obligation to disclose new interests that may give rise to conflicts.





\_\_\_\_\_ (printed)

Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

### United Academics Documentation Retention and Destruction Policy

Purpose: Certain federal laws prohibit the destruction of certain documents. Not-for-profit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

#### Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, Executive Council members, and outsiders for maintaining and documenting the organization's records.

The organization's staff, volunteers, officers, Executive Council members, members and outsiders (independent contractors via agreements with them) is required to honor the following rules:

- Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Executive Director when one is in place.
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

#### Record Retention

The following table (next page) indicates the minimum requirements and is provided as guidance to customize in

determining the organization's document retention policy.

Because statutes of limitations and state and government agency requirements vary from state to state, the organization should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and others government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently

Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

### United Academics Whistleblower Protection Policy

The Sarbanes-Oxley Act of 2002 prohibits a company or organization from retaliating against “any person” who reports an actual or possible violation of federal law or regulation to federal law enforcement agencies.

Accordingly, United Academics of the University of Oregon (“United Academics”) hereby implements the following whistleblower protection policy, which is intended to encourage and enable Executive Council members, officers, employees, and volunteers of United Academics (hereinafter, “United Academics representatives”) to raise serious concerns within the organization prior to seeking resolution outside United Academics.

United Academics requires Executive Council members, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of United Academics, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### Reporting Responsibility

This Whistleblower Protection Policy is intended to encourage and enable employees and others to raise serious concerns internally so that United Academics can address and correct inappropriate conduct and actions. It is the responsibility of all United Academics representatives to report concerns about ethical violations or suspected violations of law or regulations that govern United Academics operations.

#### No Retaliation

It is contrary to the values of United Academics for anyone to retaliate against a United Academics representative who

in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of United Academics. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

#### Accounting and Auditing Matters

The United Academics President shall immediately notify the Treasurer of any concerns or complaint regarding accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

#### Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### Handling of Reported Violations

The United Academics President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation within one week.

The Executive Vice President will work with the President of United Academics to ensure that all reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## Overview

Expense and Reimbursement Report forms are used for the reimbursement of travel and other union activity related expenses for union members, delegates, and staff. A travel reimbursement cannot be filed before the trip is completed and should be filed in a reasonable period of time. The IRS defines reasonable as within 60 days. If the trip is exceptionally lengthy, interim filings may be permitted.

## Business Purpose

All travel reimbursements/payments must include a business purpose. The business purpose should be descriptive enough to clearly answer any questions regarding who traveled, the necessity of their travel, and the benefit to United Academics. IRS defines purpose as "Business purpose for the expense or the business benefit gained or expected to be gained." Please spell out any acronyms. Add any details deemed important to explain circumstances.

## Inadequate Descriptions:

- Attend Conference
- Research
- Collaboration
- Meet with Colleagues
- Give a lecture
- Speaker

## Meals

Meal and [incidental expenses](#) are reimbursed at per diem rates. Meal expenses may be reimbursed only if the traveler qualifies for lodging expense reimbursement and the meal has not been provided by the conference/meeting or hotel. If the traveler stays in a Bed & Breakfast, breakfast per diem would not be an allowable expense. Continental breakfast is not considered a meal. [One day trips](#).

- On the day the trip begins, the traveler is eligible for 100% of the per diem if the trip begins before 7am.
- On the day the trip begins, the traveler is eligible for Lunch & Dinner if the trip begins between 7am and 12:59 pm.
- On the day the trip begins, the traveler is eligible for dinner if the trip begins at 1pm or after.
- On the day the trip concludes, the traveler is eligible for 100% of the per diem if the trip concludes at 6pm or after.
- On the day the trip concludes, the traveler is eligible for Breakfast & Lunch if the trip concludes between 12 noon and 5:59pm.
- On the day the trip concludes, the traveler is eligible for Breakfast if they return prior to 12 noon.
- For the day the traveler returns from a trip, the per diem rate specified for the last location where the traveler stayed overnight is used.

- When traveler is in more than one city per day, the meal per diem paid is for the city in which they spend the night.

*Travel Reimbursement Rates for meals are shown below:*

Low Cities      \$57.00

High Cities      \$68.00

The breakdown for specific meals is as follows:

- 25% of the per diem for breakfast
- 25% of the per diem for lunch
- 50% of the per diem for dinner

One day trips

The IRS considers breakfast and dinner allowances, figured on the basis of hours worked (such as those permitted below) to be taxable to the employee. If such breakfast and dinner allowances are paid, account code 28502 - Overtime Meal Allowance - must be used. Meals on one-day trips cannot be reimbursed to a non-employee. When a traveler departs and returns the same day, meal expenses are reimbursed only in the following cases:

- When an employee leaves their official station two or more hours before their regular work shift, they are eligible for breakfast per diem.
- When an employee returns to their official station two or more hours after their regular work shift, they are eligible for dinner per diem. Lunches on one day trips are reimbursed only in the following cases:
  - When a meal at a convention, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee. Receipt and documentation required.
  - When directed or required to attend mealtime business meetings, including community or public relations meetings. Receipt and documentation required.

Lodging

Lodging expenses are normally reimbursed when it is determined that the traveler would not reasonably be expected to return to his or her residence between work shifts. The maximum allowable lodging rate is generally the per diem rate plus tax when staying in commercial lodging facilities. Receipts are required.

Reimbursement for all lodging expenses will be reimbursed at actual cost up to the current per diem rates. Original, itemized hotel receipts are required and must show the following:

- Traveler's name
- Date(s) occupied
- Actual rate charged per room
- Indication that the amount submitted for reimbursement has been paid in full

Exceptions to the current per diem limit (e.g. conferences) may be reimbursed at actual and reasonable cost with the appropriate documentation.

When staying in non-commercial facilities (e.g. camping equipment, recreational vehicle or private home) the per diem is \$25.00 per night. No overnight lodging will be reimbursed if the traveler's home base is within 50 miles. Exceptions only with justification.

#### Transportation

Airfare purchased from any travel agency, directly from the airlines, or from an internet site can be reimbursed. If a traveler purchases the ticket directly, they cannot be reimbursed until the trip is complete. Original receipt is required.

If the traveler is seeking reimbursement for airfare, the receipt must show traveler's (passenger) name - complete itinerary/dates of travel, ticket number and the payment information. UA will not reimburse for tickets purchased using frequent flier miles, except for the fees associated with this type of ticket. Excessive costs may be denied. Discuss excessive costs prior to making arrangements with union staff.

All employees are required to travel using routes, schedules, and airlines that provide the lowest rates and most efficient travel. If the traveler is combining personal travel with business travel, the union may request a [comparison airfare quote](#). Union will only reimburse costs associated with business travel.

If you have a bona fide business purpose for driving a private vehicle out of state, document the reason with the travel reimbursement, e.g. transport a large amount of equipment or driving to remote or multiple locations.

Private car mileage of 10 miles each way is allowed to and from the Eugene airport. If a family member has to take the traveler to the airport, a round trip of 20 miles can be claimed on the beginning and ending day of the trip.

#### Conferences/Meetings

Travel reimbursements must have a copy of the conference/meeting brochure, email, or letter of invitation attached showing the agenda, dates of the conference/meeting and what was included in the conference i.e. meals/banquets. In addition, the IRS states that the convention/conference/meeting agenda or program generally shows the purpose of the conference/meeting.

Meal per diem may not be claimed if a meal is provided at a hosted function such as meals included in the conference registration fee.

Banquets or special meals served at conferences that are in excess of the per diem are an allowable expense. Documentation, such as the brochure or registration form, must be attached verifying the meal expense and a receipt showing it was paid.

Most conference registration fees are paid in advance to the conference rather than being paid by the individual. However, if the fee is paid by the individual, they cannot be reimbursed until the travel is complete. At that time the conference registration fee may be included in the travel reimbursement. Documentation for registration fees include conference brochure and/or registration forms identifying the applicable costs and something that shows it was paid. Social/recreational activities associated with a business conference are usually not reimbursable or payable. If you think a social activity is applicable and should be reimbursed write a justification and submit it with the reimbursement.

#### Miscellaneous

Necessary business related travel expenses are normally eligible for reimbursement. Personal expenses are not reimbursed.

Expenses normally eligible for reimbursement are as follows:

- Visa and passport expenses when necessary for business travel.
- Taxi/Limo/Shuttle fares are allowable but must be itemized by date and destination.
- Fares would not be reimbursable for a trip to a



- restaurant if suitable meals can be obtained at the business site. See definition of Incidental Expenses.
- Airline baggage fees - one bag fee allowed at beginning & end of trip.
  - Bridge/ferry tolls and parking fees but must be itemized.
  - Phone calls are an allowable expense. Business calls are unlimited but must be itemized by date and who called. Personal calls are not allowed except one phone call home every other day to check in with family. These phone calls must also be itemized and have to be a reasonable amount and length of time.
  - Airfare change fees are reimbursed if the change was made for business reasons. Must be explained in the miscellaneous section and requires a receipt.
  - Emergency purchases of materials and supplies such as office supplies, copies, faxes, postage etc, but have to be itemized.
  - Collision Damage Waiver (CDW)/Loss Damage Waiver (LDW) on car rental.
  - Internet service is allowed at a reasonable cost to conduct UA business.

Expenses not reimbursed are as follows:

- Home to office travel.
- Deviations from the most direct and usually traveled route, unless justified.
- Expenses incurred because the traveler was accompanied by a spouse or family members.
- Insurance on airfare.
- Unreasonable tips/gratuities.
- Laundry.
- Interest on personal credit cards.
- Mileage reimbursement on rented vehicles.

Receipts

When a receipt is required it has to be the original. Copies will only be allowed in rare instances. Credit card receipts are very seldom acceptable for reimbursement since they normally do not describe the detail of the expense. Copies of the carbon copy of a check are also not acceptable. Small receipts should be taped (not stapled) to a larger piece of

paper for imaging purposes. If a receipt is in a foreign language it is required that it not only be converted to US dollars, but translated to English also.

Receipts for airfare purchased through an internet website should have the following elements:

- Passenger name
- Complete itinerary
- Ticket number
- Payment information

Original itemized hotel receipts are required and must show the following:

- Traveler's name
- Date(s) occupied
- Actual rate charged per room
- Indication that the amount submitted for reimbursement has been paid in full

Receipts are required for the following:

- Airfare/Train/Bus (such as greyhound)
- Banquet or conference meals over the per diem
- Lodging
- Conference Registration
- Car Rental
- Expenses for other people
- Foreign transaction/currency exchange fees
- Visa and Passport expenses
- Expenses for supplies e.g. paper, books, film etc.
- Museum admission fees when related to business
- Film or Theatre admission fees when related to business
- Airline Baggage fees \$25.00 and over
- Parking \$25.00 and over
- Phone Calls \$25.00 and over per phone call
- Miscellaneous travel expenses \$25.00 and over
- Taxi, City bus, Limos \$75.00 and over

Receipts are not required for the following:

- Meals claimed at per diem rates
- Parking under \$25.00
- Phone calls under \$25.00

- Other miscellaneous travel expenses under \$25.00
- Taxi, City bus, Limos under \$75.00

Related Links:

[High City List](#)

### Email Policy

Who

United Academics emails – ending in @uauoregon.org – will be provided to current Executive Council members and staff of United Academics.

Set up

The default email will be [last name]@uauoregon.org, but users can choose another option, if they wish. Users should work with the Administrative Coordinator to set up the email account. This should be done shortly after assuming office or coming onto staff.

Use

The @uauoregon.org address should be used for union business. There is no bar on using the address for personal reasons, but all use must comply with all federal and state laws.

Transition - Smooth

Executive Councilors who fail to be re-elected or resign may retain their email account for up to 90 days after they are no longer an officer. Staff who resign with proper notice may also retain their account for up to 90 days after their last day of work.

A notice of at least two weeks will be sent before the account is terminated.

At the time of notification, the user is responsible for setting up an auto response to notify senders of the upcoming transition and how to direct the email traffic. If there is no officer or committee chair elected to serve in that office than the email should be directed to [info@uauoregon.org](mailto:info@uauoregon.org). Users can work with the Administrator Coordinator to set up auto responses and

forwarding, if necessary.

Prior to the account holder's email address being disabled, it is the account holder's responsibility to ensure that all United Academics files on their account are transferred to the Google Drive archives.

Where an account holder is unable to proactively comply with the above procedures before leaving the Executive Council of United Academics, the President, Secretary, or Executive Director may request that the Administrative Coordinator be granted access to view and deal with the records associated with the account before it is disabled.

Transition – Not Smooth

In the case of an Executive Councilor being recalled or a staff member being terminated, the Administrative Coordinator will reset the terminated user's account password immediately.

The Executive Council of United Academics, the President, Secretary, or Executive Director may grant the Administrative Coordinator access to view and deal with the records associated with the account before it is disabled.

The Administrative Coordinator will attempt to work with the recalled Executive Councilor or staff member to forward any incoming personal email and make copies of personal email.

Unusual Circumstances

The President, Secretary, and Executive Director will consult and decide the best course of action in unusual circumstances regarding the use of email user accounts.

United Academics' Outstanding Contributions Awards

United Academics has established three awards for outstanding contributions to the university community.

**Pillar of Faculty Governance Award** – for UO administrators or department heads that place principles over power and demonstrate courage to stand for academic freedom and embrace the role of faculty in university

governance.

**Outstanding Service and Contribution to United Academics** – For United Academics members who have offered service to our union in multiple roles over many years.

**Strong Voice Award** – for active United Academics members who have demonstrated exemplary, sustained, and committed activism on behalf of all faculty across our campus.

Selection of the Committee

In the Winter Term of each year, the President of United Academics is responsible for appointing an ad hoc committee to solicit nominations and select award recipients.

Nominations

Nominations should be solicited in the Winter Term of each year.

Nominations should include a brief statement that details the nominee's service contributions to the university community, United Academics, and specifically to principles held to steadfastly by United Academics and as articulated in the AAUP Policies and Principles, aka the Redbook.

If no nomination is received for an award, no award will be presented that year.

Presentation of Awards

Awards will be presented to the selected recipients at the Spring General Membership Meeting.

### Political Endorsement Policy for United Academics

Basic Process

1. The SHEIC can make recommendations on candidate endorsements, legislation, state ballot initiatives, or solidarity projects to the Executive Council, the Representative Assembly, or the membership at a Membership Meeting.

2. The Executive Council, the Representative Assembly, or the membership at a Membership Meeting can accept the recommendation of the SHEIC through a majority vote.
3. Once the Executive Council, the Representative Assembly, or the membership at a Membership Meeting accept the recommendation of the SHEIC, the recommendation becomes the official position of United Academics.
4. Official positions of United Academics derived by a vote of the Executive Council or Representative Assembly can be reconsidered by the membership at a Membership Meeting.

#### Candidate endorsements

In practice, United Academics can endorse candidates for state offices, because these offices – particularly state legislative offices – have the most direct impact on the University of Oregon. UA can make local endorsements as well, but this is less common because the interests of the faculty in these races is less direct.

#### Interviews

The SHEIC will endeavor to work with state affiliates to facilitate candidate interviews before primaries and general elections. Candidate interviews should be open to all members.

#### Endorsement Process

The State and Higher Education Issues Committee shall consider candidates to endorse and make a written recommendation to the Executive Council, Representative Assembly, or the membership at a Membership Meeting. An affirmative majority vote of the SHEIC will be necessary constitute an endorsement recommendation by the SHEIC.

The Executive Council, Representative Assembly, or membership at a Membership Meeting can vote to accept or reject the recommendation of the SHEIC. A majority vote of the people in attendance at the meeting will be necessary to accept the endorsement recommendation of the SHEIC.

Once the Executive Council, Representative Assembly, or the membership at a Membership Meeting accept the recommendation of the SHEIC, this will be the official endorsement of United Academics.

If a candidate is officially endorsed by United Academics through a vote of the Executive Council or the Representative Assembly, it can be reconsidered by the membership at a Membership Meeting, using the Robert's Rules process. Official positions taken by the membership at a Membership Meeting cannot be changed by the Executive Council or Representative Assembly, although they can be reconsidered by the membership at a future Membership Meeting.

#### Communication

Because of the fluid nature of the political process, the Chair of the SHEIC will work with staff and the Chair of the Communications Committee to notify the membership of any endorsements of candidates by United Academics at the end of the relevant legislative session.

The Chair of the SHEIC shall also send notice of the endorsement to the political officers of AFT-Oregon and AAUP-Oregon, respectively.

If the membership at a Membership Meeting reverses an official endorsement made by the Executive Council or Representative Assembly, the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership and affiliates of the reversal.

#### Legislation

United Academics can draft or endorse bills in the state legislature, and generally does so when possible with other locals in AFT-Oregon and AAUP-Oregon. The SHEIC receives information on pending legislation from our AFT-Oregon or AAUP-Oregon lobbyist.

#### Endorsement Process

Before or during the legislative session, the SHEIC shall meet and discuss proposed bills, then makes recommendations to the Executive Council, Representative Assembly, or the membership at a Membership Meeting on

bills to endorse or oppose.

The Executive Council, Representative Assembly, or membership at a Membership Meeting can vote to accept or reject the recommendation of the SHEIC. An affirmative majority vote of the people in attendance at the meeting will be necessary to accept the recommendation of the SHEIC.

Once the Executive Council, Representative Assembly, or the membership at a Membership Meeting accept the recommendation of the SHEIC, this will be the official position of United Academics.

If a bill is officially endorsed or opposed by United Academics through a vote of the Executive Council or the Representative Assembly, it can be reconsidered by the membership at a Membership Meeting, using the Robert's Rules process. Official positions taken by the membership at a Membership Meeting cannot be changed by the Executive Council or Representative Assembly, although they can be reconsidered by the membership at a future Membership Meeting.

#### Communication

Once a bill has been endorsed or opposed by United Academics, the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership of the endorsement or opposition.

The Chair of the SHEIC shall also send notice of the endorsement or opposition to the political officers of AFT-Oregon and AAUP-Oregon, respectively.

If the membership at a Membership Meeting reverses an official endorsement made by the Executive Council or Representative Assembly, the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership and affiliates of the reversal.

#### Drafting Legislation

The SHEIC may also propose draft legislation, either from UA, or in conjunction with AFT-Oregon and/or AAUP-Oregon. Such draft legislation must also be approved by the



process described in this section of the policy.

#### Ballot initiatives

UA may endorse or oppose state ballot initiatives.

#### Endorsement Process

The SHEIC shall consider state ballot initiatives to endorse or oppose and make a recommendation to the Executive Council, Representative Assembly, or the membership at a Membership Meeting. A majority vote of the SHEIC will be necessary constitute a recommendation by the SHEIC.

The Executive Council, Representative Assembly, or membership at a Membership Meeting can vote to accept or reject the recommendation of the SHEIC. An affirmative majority vote of the people in attendance at the meeting will be necessary to accept the recommendation of the SHEIC.

Once the Executive Council, Representative Assembly, or the membership at a Membership Meeting accept the recommendation of the SHEIC, this will be the official position of United Academics on the state ballot initiative.

If a state ballot initiative is officially endorsed or opposed by United Academics through a vote of the Executive Council or the Representative Assembly, it can be reconsidered by the membership at a Membership Meeting, using the Robert's Rules process. Official positions taken by the membership at a Membership Meeting cannot be changed by the Executive Council or Representative Assembly, although they can be reconsidered by the membership at a future Membership Meeting.

#### Communication

Once a state ballot initiative has been endorsed or opposed by United Academics, the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership of the endorsement or opposition.

The Chair of the SHEIC shall also send notice of the endorsement or opposition to the political officers of AFT-Oregon and AAUP-Oregon, respectively.

If the membership at a Membership Meeting reverses an official endorsement made by the Executive Council or Representative Assembly, the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership and affiliates of the reversal.

#### Solidarity Statements

UA will sometimes want to show that we stand with the efforts of other unions or movements in their struggles. The SHEIC will draft statements and recommend them to the Executive Council, Representative Assembly, or the membership at a Membership Meeting.

The Executive Council, Representative Assembly, or membership at a Membership Meeting can vote to accept or reject the recommended statement of the SHEIC. An affirmative majority vote of the people in attendance at the meeting will be necessary to accept the recommendation of the SHEIC.

Once the Executive Council, Representative Assembly, or the membership at a Membership Meeting accept the recommendation of the SHEIC, this will be the official position of United Academics.

If a solidarity statement is officially endorsed by United Academics through a vote of the Executive Council or the Representative Assembly, it can be reconsidered by the membership at a Membership Meeting, using the Robert's Rules process. Official positions taken by the membership at a Membership Meeting cannot be changed by the Executive Council or Representative Assembly, although they can be reconsidered by the membership at a future Membership Meeting.

#### Communication

Once a solidarity statement has been endorsed by United Academics, the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership of the endorsement. The Chair of the SHEIC will also send the statement of solidarity to all relevant parties.

The Chair of the SHEIC shall also send notice of the

endorsement to the political officers of AFT-Oregon and AAUP-Oregon, respectively.

If the membership at a Membership Meeting reverses an official endorsement made by the Executive Council or Representative Assembly, the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership and affiliates of the reversal.

#### Endorsements of Affiliates

In addition to the United Academics endorsement process, our two affiliate unions, AFT-Oregon and AAUP-Oregon, also endorse candidates, legislation and ballot initiatives.

The Chair of the SHEIC will communicate all official United Academics endorsements and positions to these affiliate organizations. Additionally, the Chair of the SHEIC will work with the Chair of the Communications Committee to inform the membership of the endorsements of AFT-Oregon and AAUP-Oregon.

The SHEIC will consider how best to communicate political endorsements made by AFT, AAUP, the Oregon AFL-CIO, the AFL-CIO, or any other labor organization.

At times, our two affiliate unions may request that United Academics vote on endorsements of candidates, legislation, ballot initiatives, or solidarity projects. In these cases, United Academics cannot vote to endorse or oppose a candidate, legislation, ballot initiative, or solidarity project except through the process described above.

UA members are invited to participate in candidate interviews organized by AAUP Oregon and AFT Oregon and the Chair of the SHEIC will work with the Chair of the Communications Committee to notify the membership of these opportunities.

#### Procedure for Contract Negotiations

Elected Representatives appoint the Collective Bargaining Committee (CBC) and the Negotiating Team (aka Bargaining Team). The President Chairs the Negotiating

Team and the Executive Vice President chairs the CBC. The CBC is responsible for drafting the platform and the Representative Assembly is responsible for ratifying the platform. The bargaining platform – developed by the CBC - and as ratified by the Assembly serves as the fundamental guide to the Negotiating Team. The UA Constitution and Bylaws govern the process. These standing rules, approved by the Executive Council, are offered to clarify otherwise vague procedures in those Bylaws.

The President shall appoint the Chief Negotiator. As Chair of the Negotiating Team, the President may appoint a designee to serve as Co-Chair for the Negotiating Team in the event the President elects not to be part of the routine negotiations at the table. The President shall attend the planning sessions of the Bargaining Team. At any time the President may communicate to the co-chair or Chief Negotiator via text or email during the negotiations to request a team caucus or supply information. If the President elects to not sit at the bargaining table, the President shall exercise due restraint in any communications with Chief Negotiator or Co-Chair during bargaining sessions.

The President shall serve as a primary point of communication between the Negotiating Team, the Executive Council, and the Contract Action Team during and between negotiations. As Chair of the Representative Assembly, the President may directly provide or designate to the Executive Vice President to provide updates to the Representative Assembly of progress throughout the contract negotiations. As Chair of the Collective Bargaining Committee, the Executive Vice-President shall provide all necessary communications between the CBC and the Negotiating Team during the contract negotiations. The Negotiating Team will provide weekly reports to the EC during EC meetings. The Executive Council will work with the Negotiating Team, the CBC and the Contract Action Team to provide member updates and monthly Bargaining “Town Hall” meetings during the course of negotiations. At any time, special sessions may be called by the President, the Executive Vice President, or the Chief Negotiator between the Negotiating Team and the members

of the Representative Assembly, the Contract Action Team, the CBC or EC. The Negotiating Team is responsive to these bodies though the details for all bargaining decisions rest with the Negotiating Team. Only in circumstances where the Executive Council unanimously agrees may the EC direct specific changes to proposed terms for negotiations to the Negotiating Team.

The Negotiating Team will otherwise exercise considerable autonomy at the table, in developing a bargaining strategy, and with the Chief Negotiator, advance or tentatively approve proposals that are consistent with the platform and the general guidance provided by the CBC, the Representative Assembly, or the EC. The Negotiating Team may initiate a caucus at any time the Chief Negotiator or the Chair (President or designee) provide.

#### Non-Political Donations Policy

United Academics as a union and its members as individuals support many worthwhile causes on our campus and in our community. UA receives several requests for donations to support many worthwhile causes. Unfortunately, UA has limited resources and cannot meet every request. The following preferences were developed to guide the decision making process when donations or sponsorship money is requested.

1. Sponsorship of campus events related to advancing social justice
2. Sponsorship of campus events related to advancing the labor movement
3. Sponsorship of campus events related to improving higher education
4. Donations to campus organizations advancing social justice at UO or in the community
5. Donations to community organizations advancing social justice in the community
6. Donations to higher education labor organizations that are out on strike

7. Donations to higher education labor organizations that are going out on strike

The standard donation for items 1-3 should be \$250, unless a lower amount has been requested. Donations up to \$500 can be given in special circumstances. Donations of more than \$500 are possible with a vote of the Executive Committee, but a report on the donation must be sent to the Representative Assembly.

The standard donation for items 4-7 is \$100, unless a lower amount has been requested. Larger donations can be made in special circumstances.

FTE Distribution Policy

Each year, United Academics receives 2.50 annualized FTE from the University of Oregon to distribute to union members who volunteer to work for the union. Such release time may be used for the purposes of conducting union business, including, but not limited to, contract administration, grievances, and participation in the governance of the Union's state and national affiliates.

The standard distribution of the 2.50 annualized FTE shall be:

- 0.40 FTE for the President
- 0.30 FTE for the Chair of the Grievance and Contract Administration Committee
- 0.20 FTE for the Chair of the Diversity and Equity Committee
- 0.10 FTE for the Executive Vice President
- 0.10 FTE for the Secretary
- 0.10 FTE for the Treasurer
- 0.10 FTE for the Vice President for Tenure-Track Faculty Affairs,
- 0.10 FTE for the Vice President for Non-Tenure Track Instructional Faculty Affairs
- 0.10 FTE for the Vice President for Non-Tenure Track Research Faculty Affairs
- 0.10 FTE for the Chair of the Organizing Committee

0.10 FTE for the Chair of the State and Higher Education Issues Committee

0.10 FTE for the member who coordinates the First Year Faculty Program

0.10 FTE for any member, save the President, who serves on the Executive Committee of AFT-Oregon or AAUP-Oregon.

This FTE distribution schedule can be modified by a vote of the Executive Council.

If there are unused FTE, the Executive Council can vote to apportion them in whatever manner they see fit.

Additionally, UA is entitled to 2.10 annualized FTE for members who serve on the bargaining team. Every effort will be made to distribute this FTE equally among the team members.

## Supplemental Documents

The following documents were adopted by the various committees and are reproduced here as program or policy documents of United Academics that are not directly related to the Executive Council.

### Finance Committee

#### **Fiscal Policies & Procedures**

##### **Accounting Procedures**

###### Basis of Accounting

United Academics uses the cash-basis of accounting, where receipts are recorded during the period they are received, and expenses are recorded in the period in which they are actually paid.

- Throughout the fiscal year, expenses are entered into the accounting software with the corresponding date the check or debit was made. Bills are paid weekly by check with each being signed by two authorized members of the Executive Council, and the expenses input into accounting software by the Administrative Assistant.

###### Bank Reconciliations

All bank statements will be opened and reviewed in a

timely manner. Bank reconciliation and approval will occur within 5 days of the receipt of statement.

- All bank statements will be opened, reviewed and initialed by the Executive Director upon receipt.
- Once reviewed, bank statements are submitted to the Administrative Assistant for reconciliation.
- The Executive Director and Treasurer will review and approve reconciliation reports by signing and dating the report in the upper right hand corner.

### Monthly & Quarterly Close

After bank reconciliation and approval the following reports will be generated and disseminated to the Executive Director and Treasurer.

- Month End Profit and Loss
- Month End Balance Sheet
- Quarterly reports are prepared and posted to the United Academics website.
  - Profit and Loss
  - Balance Sheet
  - Fiscal year to date budget comparison

### Recordkeeping

- Please see the United Academics Retention and Destruction Policy for details on the length of time for maintaining records.

### Internal Controls

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriate, executed, and recorded in order to prevent inappropriate use of funds.

### Lines of Authority

- The Executive Council, with input and oversight from the Treasurer, approves all elements of the fiscal systems with exception of processes for which the Representative Assembly is responsible, as stated in the Constitution.
- The Representative Assembly is specifically charged with approval of any changes to the union dues or budget approval.
- In the event of significant deviations in revenue or expenses from the budget, the Treasurer will report to the Finance Committee and the Executive Council, who will decide if the Representative Assembly should be called.
- Approvals of fiscal processes are documented in minutes of the Executive Council, Finance Committee, and Representative Assembly meetings.
- The Finance Committee, Treasurer, Executive Director, and Administrative Assistant develop fiscal policies and the Executive Council provides approval of the fiscal policies themselves with exception of the dues and as noted above in the budgeting processes.

### Conflict of Interest

- All employees and members of the Executive Council are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest.
- A conflict of interest occurs when the personal, professional, or business interests of an employee or Council member conflict with the interests of the organization.



- Should there be any dispute as to whether a conflict of interest exists:
  - The Executive Director shall determine whether a conflict of interest exists for an employee, and shall determine the appropriate response.
  - The Executive Council shall determine whether a conflict of interest exists for the Executive Director or a member of the Council, and shall determine the appropriate response.
  - Please see the United Academics Conflict of Interest Policy for details.

## Segregation of Duties

The organization's financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

- Check signers are not involved in expense approval or basic accounting procedures.
- The Executive Director or Treasurer open and receive any incoming monies that are then logged by the Administrative Assistant.

## Physical Security

The organization maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money, securities, real estate and other valuable property.

- The checkbook, check stubs, debit cards, and financial records are kept in locked file cabinets. The President, Treasurer, Executive Director, and Administrative Assistant have keys to the locking file cabinets. (Debit cards issued for online banking access, not for use.)
- Electronic records and bookkeeping software are password protected on the Administrative Assistant's computer and passwords have been provided to the Executive Director, President, and Treasurer of United Academics.
- Bank deposits are made the day any monies are received in the office and the bargaining unit dues and fees are electronically deposited directly from the University of Oregon.

## **Financial Planning & Reporting**

### Budgeting Process

The organization's budget is prepared and approved annually.

- The Executive Council shall prepare and present for approval to the Representative Assembly an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Council.
- The Treasurer, with consultation with the Finance Committee, shall be responsible for drawing up and recommending the proposed budget; shall review expenditures and revenue on a regular basis, and shall report to the President, the Executive Council and the Representatives Assembly.

### Internal Financial Reports

The Administrative Assistant prepares financial reports on

## a monthly basis and submits them to the Executive Director, Treasurer, and Finance Committee.

- The Administrative Assistant is responsible for producing the following year-to-date reports monthly: Balance Sheet, Profit and Loss Reports.
- The Finance Committee, Treasurer, and Executive Director review financial reports each month and the Treasurer presents a report to the Executive Council at the meeting following the Finance Committee meeting.
- The Administrative Assistant is responsible for producing the following year-to-date reports quarterly: Balance Sheet, Profit and Loss Reports, and Budget v. Actual.
- On a quarterly basis, the Treasurer prepares a narrative report for the Representative Assembly with a summary of the organization's current financial position and explanations for any significant budget variances.
- The quarterly reports will be posted to the website.

### Audit

The organization will have an external audit conducted on a yearly basis following the close of the fiscal year in order to remain compliant with Hudson legal requirements.

- The Treasurer is charged with arranging for an independent audit of the finances of the union annually with assistance from the Administrative Assistant.
- The Finance Committee is charged with review of the audit and CPA firm on an annual basis and will work in concert with the Treasurer to prepare and summary of the organization's overall fiscal health for the Executive Council and Representative Assembly.
- The audit information will be posted to the website.

### Tax Compliance

#### Exempt Organization Returns

- The Treasurer is charged with arranging for an independent CPA firm to complete the annual Federal 990 form with assistance from the Administrative Assistant.
- The Administrative Assistant is responsible for acting as the staff liaison to the tax preparer.
- The Federal Form 990 will be posted to the website and will also be available to the public through outside agencies such as GuideStar.

#### Quarterly/Annual Payroll Reports

- The Administrative Assistance processes payroll and payroll tax reports using QuickBooks. Additionally, the organization is signed up for electronic payment reminders and payment authorization through state and federal tax payment and filing systems.
- The Administrative Assistant is responsible for filing quarterly payroll tax reports by the deadlines and the Treasurer is responsible for ensuring accuracy and timeliness.
- The Administrative Assistant is responsible for preparing employee W2s by January 31 each year, and the Treasurer is responsible for ensuring accuracy and timeliness?

### Expense & Accounts Payable

#### Payroll

All employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

- The Administrative Assistant is responsible for processing payroll using QuickBooks with

oversight from the Executive Director and Treasurer.

- Pay dates for United Academics staff are the 1<sup>st</sup> and the 16<sup>th</sup> of the month.
- Staff completes Activity Reports for time worked in order to accurately designate time spent on specific activities. This is then applied when calculating what portions of staff payroll are chargeable or nonchargeable to Fee Objectors.
- All paid time off balances are maintained within the vacation and sick time system, based on the information provided on approved Activity Reports.
- Upon voluntary and involuntary termination, payroll is processed within one business day and distributed to the employee directly or by USPS whichever the employee prefers.

## Purchases & Procurement

Any expenditure in excess of \$1,000 for the purchase of a single item or service must be approved by the Executive Council and should have bids from three suppliers if possible. The Executive Director will review these bids and the Executive Director and Treasurer must specifically approve the bid award in advance.

## Independent Contractors

The Executive Council can approve the hiring of independent contractors as stated in Article VI, Section 4 of the Constitution. Additionally, the Executive Council is charged with establishing contracts.

- The Executive Council works in concert with the Hiring Committee, Executive Director, and the Administrative Assistance to ensure a person is appropriately classified as an independent contractor and not employee.

## Employee Expense Reimbursements

Expense and Reimbursement Report forms are used for the reimbursement of travel and other union activity related expenses for union members, delegates, and staff.

- Please see the United Academics Reimbursement Policy for details.

## Asset Management

### Employee Retirement Accounts

United Academics offers retirement benefits to its employees per specifics contained in each staff member's employment agreement, which is maintained in the employee's personnel file.

- The Administrative Assistant is responsible for ensuring compliance with ERISA requirements with oversight from the Executive Director and Treasurer.
- Retirement account contributions are made in concert with each payroll processing, which

- is in accordance with employment agreements.
- Employee contributions are processed and withheld from payroll using QuickBooks and transmitted to the accounts with the employer contributions. The Administrative Assistant is responsible for ensuring this occurs within the required time period with oversight from the Executive Director and Treasurer.

## Operating Reserve

The target minimum operating reserve fund for the organization is twelve months of average operating costs without affiliate per capita payments. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, program, and ongoing professional services. These reserve funds shall be deposited in a separate account, with amounts and dates as specified by the Treasurer after consultation with the Finance Committee, and shall only be expended with the Executive Council.

## Union Hudson Procedure

**The following procedure is implemented by United Academics of the University of Oregon (“UAUO” or “the Union”) to comply with the requirements of Chicago Teachers Union, Local No. 1, AFT, AFL-CIO v. Hudson, 475 U.S. 292, 106 S.Ct. 1066 (1986).**

1. UAUO will code all Union transactions and activities as chargeable or non-chargeable using the criteria set forth in the Expense Categorization Section of this Policy.
2. UAUO will have financial statements prepared for each fiscal year ending June 30th. The financial statements shall use auditor verified methodologies tailored to provide nonmembers with a reasonable opportunity for meaningful verification of the expenditures presented. The financial statements shall calculate the chargeable percentage of all UAUO expenditures during the prior fiscal year.
3. After the calculation of chargeable expenses is made, a notice setting forth the following information will be prepared:

**a.** The percentage of chargeable expenses of the UAUO;

**b.** The financial information and calculation of chargeable expenses in the major categories of expenses that served as the basis of the calculation of chargeable expenses;

**c.** A statement indicating the period of time, typically the fiscal year, for which the calculation will be effective;

**d.** A statement of the amount of the fee payable by all fee payers based upon current fair share fee payer rates. The amount of fair share fees will be expressed as a percentage of the dues paid by UAUO members;

**e.** A statement that fair share fee payers may object, in writing, to the expenditure of that portion of their fees or expenses that are non-chargeable along with a statement of how the member will be rebated, with interest, for any non-chargeable amounts that may have been deducted, and a statement that following objection only the reduced fair share fee will be deducted;

**f.** A statement that the written objection must include the objector's name, department, address, and UO ID number, as well as the following statement: "I object to the use of my fair share fees for activities that are not germane or relevant to the Union's collective bargaining or representation functions.";

**g.** A statement of the procedure by which a nonmember fee payer can file a challenge to the Union's calculation of chargeable versus non-chargeable expenses;

**h.** A statement that individuals who wish to challenge the union's calculation of chargeable versus non-chargeable expenses shall do so in writing and must include their name, department, address, UO ID number, home or cell telephone number, and email address;

**i.** A statement that 150% of the amount alleged to be the non-chargeable portion of the challenger's fee, which represents the amount reasonably in dispute, will

be placed in a separate interest-bearing, escrow account pending resolution of the challenges;

j. A statement that fair share fee payers are provided no less than a 30-day period in which to file objections and challenges.

4. The Notice must be sent to all fair share fee payers annually as soon as feasible after the University has provided the Union with its first complete bargaining unit list after the commencement of Fall classes.

5. The Notice shall be distributed by the Union by direct mail and/or by publication in the newsletter which would be mailed. In either case, the Union must ensure that the Notice is sent to all Fair Share fee payers, including those who were bargaining unit members but not Union members for any portion of the preceding Fiscal Year. The Union shall take all necessary steps to ensure that they have current names and addresses of Fair Share fee payers. If, after exhausting all reasonable efforts, the Union is still unable to secure an accurate list of Fair Share fee payers with home addresses, the Union shall distribute copies of the Notice to all unit reps for distribution in the departments to reach all fee payers. Non-UAUO members who object to paying non-chargeable expenses will have no less than 30 days after this notice is made to send a written objection to the Union, and/or a challenge to the calculation of the non-chargeable expense rate or the period to which it applies. This will be known as the Objection Period.

6. Upon receipt of a challenge to the Union's fair share fee calculation, 150% of the estimated non-chargeable percentage of all fees collected by the Union from Fair Share payers will be deposited in the escrow account until all challenges have been resolved. This percentage shall be based on the prior year's audit, except that for the initial year when no audit is available it will be based on the assumption that the non-chargeable rate will be 15% of dues. The Union shall endeavor to resolve challenges informally prior to arbitration, and any resolutions shall provide for disposition of the fee in escrow. Oral resolutions may be confirmed in a letter. Should informal resolution not be possible, the fees paid by the challenger

must remain in escrow pending resolution of the challenge by the arbitrator.

7. Objectors will be rebated any non-chargeable portion of their dues that may have been collected prior to their objection by check or direct deposit within 60 days of the beginning of the Objection Period. Payments will include interest calculated at the same rate paid for the Union's escrow account. Following receipt of an objection, the Union will collect from an objector only the reduced fair share fee that represents the Union's chargeable expenses.

8. The Union shall establish an arbitration procedure for the resolution of challenges that contains the following elements:

**a.** Selection of a qualified impartial arbitrator by the Oregon Employment Relations Board Conciliation Service, or a similar impartial agency or organization (the Union will not select the arbitrator);

**b.** Scheduling of the arbitration and pre-hearing telephone conference so that it can be cancelled without penalty if there are no objections or challenges;

**c.** Consolidation of all challenges into a single proceeding;

**d.** A requirement that the arbitration process begins with a pre-hearing telephone conference within 30 days after the close of the challenge period and that the arbitrator's award issue no later than 120 days after the close of the challenge period.

9. At the beginning of each Fiscal Year, the Union shall request an arbitrator for a hearing on a specific date approximately two months after the close of the projected Objection Period. The requested hearing date will fall on a day during an academic term, and will be held at the University of Oregon ("UO"). The requested arbitrator should be able to meet the following criteria: he or she should (1) be an Oregon-based arbitrator to minimize travel expenses and be willing to conduct the hearing at UO; (2) be willing to consolidate multiple challenges, if applicable, into one proceeding; (3) have a 30 day cancellation policy or less; (4) be willing to render a decision within 30 days of the close of the hearing; and (5) be willing to conduct a telephonic pre-hearing conference call within

approximately 30 days after the close of the challenge period to address pre-hearing matters with the parties.

10. The Union will schedule a room for the hearing on the UO campus.

11. A pre-hearing conference will be held within 30 days after the close of the challenge period to address any pre-hearing matters raised by any party, including: hearing location, logistics, subpoenas, identifying the issues for hearing, evidentiary and discovery issues, any party's desire for recording, or any other matters regarding the conduct of the hearing. If either the Union or the challengers do not participate in the pre-hearing conference, these matters will be resolved by the arbitrator in that party's absence.

12. When the arbitrator issues a decision on the challenges, the funds in the escrow account shall be distributed in accordance with the arbitrator's award. If the arbitrator determines that the chargeable percentage, or the proper agency fee or fair share fee, is less than that initially calculated by the Union, a supplemental advance rebate shall be paid to objectors to the extent required by applicable law. If the arbitrator finds that the Union's chargeable percentage was too low and certain expenses that were considered non-chargeable were actually chargeable, the Union may make prospective adjustments, with proper notice, accordingly.

13. The provisions of this procedure shall be considered legally separable. Should any provision or portion thereof be held contrary to law by a court or administrative agency of competent jurisdiction, the remaining provisions or portions thereof shall continue to be legally effective and binding.

### **Expense Categorization**

A. Expenses associated with the following activities are considered to be chargeable to fair share fee payers in this calculation:

1. Gathering information in preparation for the



- negotiation of collective bargaining agreements.
2. Gathering information from employees concerning collective bargaining positions.
  3. Negotiating collective bargaining agreements, including but not limited to contract proposals, negotiations, contract ratification, and contract printing expenses.
  4. Administration of ballot procedures on the ratification of negotiated agreements.
  5. The public advertising of UAUO's positions on the negotiation, ratification, or implementation of collective bargaining agreements.
  6. Lobbying that is germane to collective bargaining as it relates to the negotiation, ratification or implementation of a collective bargaining agreement between UAUO and UO.
  7. Activities related to working conditions, benefits and contract rights available to UAUO bargaining unit members.
  8. Interactions with UO, OUS and other university administration, including meetings, phone calls and exchanging emails, to the extent these interactions relate to chargeable activities.
  9. Background reading and research, phone calls, conferences, discussions or other preparation concerning salaries, working conditions, comparisons with other colleges and universities, and related matters relevant to UO faculty employment.
  10. Preparation for strikes and, if strikes are legal, strike activity at UO.
  11. Attendance at training sessions related to collective bargaining.
  12. Attendance at some national and state AAUP and AFT meetings, including AAUP-CBC meetings and summer institutes.
  13. Government agency, labor board, or regulatory matters that are directly related to collective bargaining, contract enforcement, grievance handling, or union administration.
  14. Preparation of publications that address traditional

- union functions and chargeable activities.
15. Expenses incurred adjusting grievances pursuant to the provisions of UAUO collective bargaining agreements, enforcing such collective bargaining agreements and representing employees in proceedings under other applicable laws or regulations.
  16. Education programs if the content relates to the terms and conditions of UO faculty employment.
  17. Purchasing books, reports, and advance sheets used in (a) negotiating and administering collective bargaining agreements, and (b) processing grievances.
  18. Paying technicians in labor law, economics and other subjects for services used (a) in negotiating and administering UAUO collective bargaining agreements, and (b) in processing grievances.
  19. Legal/litigation expenses related to or concerning the bargaining unit such as filing fees, deposition costs, expert witness fees, and other fees and expenses associated with the representation of bargaining unit members at UO.
  20. Defending UAUO against efforts by other unions or organizing committees to gain representation rights in units represented by UAUO.
  21. Proceedings regarding jurisdictional controversies in AAUP, AFT, or any national or international affiliates as they relate to UAUO.
  22. Membership meetings and conventions held at least in part to determine the positions of employees on collective bargaining issues, contract administration and other matters affecting wages, hours and working conditions, including the cost of sending representatives to such meetings and conventions.
  23. Internal communications which concern collective bargaining issues, contract administration, public employment generally, employee development, unemployment, job opportunities, award programs and other matters affecting wages, hours and working conditions.
  24. Activities in the running of the union to include staff salaries and benefits, fees for consultants, committees

and conferences, local elections, interpretation of the constitution, related legal expenses, and general management to the extent that those activities support and pay for chargeable activities at UAUCO.

25. Payments made to state and national affiliates that are used at those levels for chargeable activities.
26. Insurance and taxes to the extent that those expenses support chargeable activities at UAUCO.
27. Lobbying and ballot measures related to collective bargaining that have a direct impact on employment relations between UO and UAUCO.
28. Impasse procedures, including fact finding, mediation, arbitration, strikes, slow-downs and work stoppages, over provisions of UAUCO collective bargaining agreements and the administration thereof, so long as they are legal under state law. These costs may include preparation for strikes, slow-downs, and work stoppages regardless of their legality under state law, so long as no illegal conduct actually occurs.
29. The prosecution or defense of arbitration, litigation or charges to obtain ratification, interpretation, implementation or enforcement of collective bargaining agreements and any other litigation before agencies or in the courts which concerns bargaining unit employees which is normally conducted by an exclusive representative.
30. Social activities open to members and non-members.
31. Other activities germane to or supportive of collective bargaining negotiations, contract administration, or grievance adjustment.

B. Expenses associated with the following activities are not charged to objecting fee payers in this calculation:

1. Lobbying and ballot measure activities not directly related to contract negotiation, ratification, or enforcement.
2. Training and participating in voter registration, get-out-the-vote, and political campaigns.
3. Supporting and contributing to charitable organizations.
4. Community Services.

5. Supporting and contributing to political organizations and candidates for public office.
6. Supporting and contributing to ideological causes.
7. Political contributions.
8. Education programs on topics that are political, ideological, or unrelated to union functions.
9. Supporting and contributing to international affairs, including hosting foreign visitors or international relief efforts.
10. The public advertising of UAUO's position on issues other than negotiation, ratification, or implementation of collective bargaining agreements.
11. Member-only benefits.
12. General public relations activities.
13. Litigation/legal expenses that are not related to the local bargaining unit, collective bargaining, grievances, or other chargeable activities.
14. Publishing costs that are not associated with chargeable activities.

### Grievance and Contract Administration Committee

<b>UA ARBITRATION RECOMMENDATION RUBRIC</b>	1 (no arbitration) to 5 (yes arbitration)
1. What is the likelihood of winning this case?	1 – 2 – 3 – 4 – 5 – N/A
a) <i>based on strength of CBA language on this topic</i>	a) 1 – 2 – 3 – 4 – 5 – N/A
b) <i>based on the evidence</i>	b) 1 – 2 – 3 – 4 – 5 – N/A
c) <i>based on the attitude of UO towards this topic</i>	c) 1 – 2 – 3 – 4 – 5 – N/A
d) <i>based on outcome of similar past cases</i>	d) 1 – 2 – 3 – 4 – 5 – N/A
e) <i>based on what we know about arbitration</i>	e) 1 – 2 – 3 – 4 – 5 – N/A
2. How do the benefits weigh against the cost? ( <i>Losing party = \$7,000+</i> )	1 – 2 – 3 – 4 – 5 – N/A
3. What is the long-term impact of the case if we lose? ( <i>for the individual, UA membership, etc.</i> )	1 – 2 – 3 – 4 – 5 – N/A
4. What is the long-term impact of the case if we win? ( <i>for the individual, UA membership, etc.</i> )	1 – 2 – 3 – 4 – 5 – N/A
5. Is this case representative of a larger trend? Recommendation for going to arbitration (based on 1-5):	1 – 2 – 3 – 4 – 5 – N/A
<u>NOTES:</u>	Recommend Recommend w/ hesitation Recommend for purpose of pre-arbitration settlement  Do not recommend

**United Academics of the University of Oregon  
Grievance Intake Form**

Name \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_ Hire date \_\_\_\_\_

\_\_\_\_\_ Contact information \_\_\_\_\_

Date of Intake:

Grievance Committee representatives doing intake:

Step 1 grievance must be filed by \_\_\_\_\_ Step 2  
grievance must be filed by \_\_\_\_\_

1. Summarize what happened (with the 5 W's!).

2. Other people involved (witnesses, etc.), and the significance of their possible testimony:

3. What's been violated (contract article? past practice? etc.):

4. Why did management take the action it did? (Motives,

background causes...)

5. REMEDY: (What should management do so the member(s) does not lose rights or benefits? Has the member agreed to the proposed remedy? What compromises might the union and member be willing to accept?

6. What evidence/documentation is needed to prove UA arguments? Who will collect this (you, member)?

**United Academics of the University of Oregon  
Grievance Analysis Form**

For the Grievant:

Would you write, in your words, what happened? And sign the document? This will be kept confidential.