

**Memorandum of Understanding between  
Portland State University (University)  
and the Portland State University Chapter  
of the American Association of University Professors (Association)  
December 20, 2016**

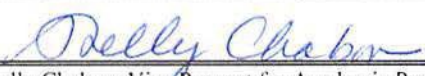


Subject: Online Leave Reporting System

*Recitals*

On or about September 30, 2016 PSU-AAUP became aware of the new online leave reporting system that had become mandatory for AAUP members. On or about October 6, 2016 PSU-AAUP submitted a Demand to Bargain the effects of the implementation of the new online leave reporting system.

*Agreement*

1. Members must report leave used.
2. Members must use the Online Leave Reporting System unless there are extenuating circumstances that prevent them from doing so. If such circumstances exist, they should notify their supervisor as soon as possible.
3. Overtime eligible (FLSA non-exempt) and vacation eligible members (12 month employees) will receive notifications to input leave used on or about the 1<sup>st</sup> of the month. If leave is not input by or about the 10<sup>th</sup> of the month, they will receive notification on or about the 10<sup>th</sup> of the month.
4. The Online Leave reporting process shall not require input from sick time only eligible members (9-month employees) if there is no leave to report during the reporting period.
5. The University will send no more than one notice on or about the 1<sup>st</sup> of the month for the previous month to sick time eligible members (9 month employees). The notification shall state that no leave input is required if no leave needs to be reported for the reporting period.
6. On or about the 16<sup>th</sup> of the month, members will receive notification that their leave report was forwarded to their supervisor for approval. Members will receive a subsequent notice when the leave report is approved.

<u>For the University</u>	<u>For the Association</u>
 _____ Shelly Chabon, Vice Provost for Academic Personnel & Leadership Development	 _____ David Hansen, VP Collective Bargaining
_____ Date	 _____ Date