

**Memorandum of Agreement between
Portland State University (University)
and the Portland State University Chapter
of the American Association of University Professors (Association)
October 12, 2018**

Subject: Procedures for calculating, validating, and implementing Year 3 (2019) salary adjustments

Recitals

The process for determining salary adjustments as referenced in Article 30, Section 4 of the Collective Bargaining Agreement for Years 1 (2017) and 2 (2018) have been lengthy and resulted in data inconsistencies and difficulties in maintaining consistent data files. This resulted in delays in distributing agreed-upon salary adjustments, and excessive effort and discrepancies in the amounts distributed. The goal for year 3's adjustments is to implement on time, in the January payroll for 12-month faculty, and in the February payroll for 9-month faculty.

Definitions

For the purposes of this agreement, the terms referred to in the table below shall have the following definitions:

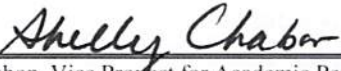
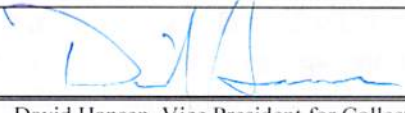
- 2019 ICE and COLA Increase master file – a single Excel spreadsheet listing all faculty and position data (CIP, rank, LOS, ASR, etc.) necessary to assess ICE and COLA increases. This file will contain all individuals who will be eligible for the Year 3 ICE and COLA increases. This file will include AAUP-represented TTF, NTTF, and Librarians, designated accordingly.
- 2019 ICE Increase Models --- separate Excel workbooks for TTF, NTTF and Librarians showing the full roster, pool size calculations, CIP code data, market data, and comparison of faculty salaries against market to determine if an ICE adjustment is warranted and, if so, the amount of the ICE adjustment and subsequent COLA.
- 2019 12-mo Salary Adjustment Confirmation File – a file listing the 12-month faculty who will receive Year 3 ICE adjustments, with specific amounts of the increases, calculation details and any additional (non-ICE, non-COLA) salary increases (promotions, special salary increases, etc.) where applicable.
- 2019 9-mo Salary Adjustment Confirmation File – a file listing the 9-month faculty who will receive Year 3 ICE adjustments, with specific amounts of the increases, calculation details and any additional (non-ICE, non-COLA) salary increases (promotions, special salary increases, etc.) where applicable.

Agreement

The parties agree to the following procedures and timelines for Year 3 (2019) ICE adjustments as outlined in Article 30 Section 4(c) and reflected in the PSU HR table-timeline below. HR will

proceed in accordance with the due dates outlined, in order deliver the increases by the payroll deadlines.

WBS NUMBER	TASK TITLE	START DATE	DUE DATE
1	Communication Plan		
1.1	Plan Review (AAUP, PSU)	12/01/18	12/15/18
1.2	Monthly Update (AAUP, PSU) (Monthly email)	01/15/19	Monthly
1.3.1	AAUP Member Summary (Monthly email)	12/28/18	Monthly
1.3.2	AAUP Email Hotline (facultysalaryadjustments@pdx.edu)	Ongoing	
1.3.3	Update HR Website (https://www.pdx.edu/hr/2017-2018-aaup-faculty-salary-adjustments)	12/15/18	12/29/18
2	Salary Adjustments		
2.1	2019 ICE and COLA Increase master file delivered to AAUP		12/3/18
2.2	2019 ICE Increase Model & Target Population Review (AAUP)	12/04/18	12/15/18
2.3	2019 12-mo - ICE and COLA Payroll Implementation	1/1/19	1/15/19
2.4	2019 12-mo Salary Adjustment Confirmation File to AAUP	1/16/19	1/21/19
2.5	2019 9-mo - ICE and COLA Payroll Implementation	02/01/19	02/14/19
2.6	2019 9-mo - Salary Adjustment Confirmation File to AAUP	02/15/19	02/20/19

<u>For the University</u>	<u>For the Association</u>
 _____ Shelly Chabon, Vice Provost for Academic Personnel & Leadership Development	 _____ David Hansen, Vice President for Collective Bargaining
_____ 10/12/18 Date	_____ 10/12/2018 Date