

**Memorandum of Agreement
between Portland State University (University)
and the Portland State University Chapter of the
American Association of University Professors (Association)
March 24, 2023**

Subject: Changes to Article 9 (Dues Deduction) and Article 10 (Association Dues and Voluntary Representation Fees).

Recital

1. The Parties recognize that electronic record-keeping and processing systems can be easier, more accurate, and more efficient than paper-reliant systems. Many administrative functions have over time been enhanced by allowing for electronic methods of processing documents and data.
2. In order to allow PSU-AAUP to process electronic membership applications and voluntary representation fee authorizations, the parties agree to the following changes to Articles 9 (Dues Deduction) and 10 (Association Dues and Voluntary Representation Fees) of the 2021-2024 Collective Bargaining Agreement (CBA).

Agreement

1. Article 9. DUES DEDUCTION

Upon written request on a form provided by the Association, members of the Association may have regular dues deducted from their paychecks in amounts and at times certified by the Treasurer of the Association. Authorization to deduct dues shall remain valid until written notice is given to the University by the Association to cancel the authorization. The University will, by the fifteenth (15th) of the month following the deduction, send payment to the Association for the total amount so deducted accompanied by a listing identifying the members and the amounts for whom the deductions are being paid. In the event that the University discovers or learns of a dues deduction error, a letter notification will be sent to the affected employee and a copy of this letter notification will be sent to the Association. The University may use email as the method of notification.

Article 10. ASSOCIATION DUES AND VOLUNTARY REPRESENTATION FEES

Section 2: Implementation

A. Employees hired prior to the execution of this agreement:

1. Members of PSU-AAUP prior to the execution of this agreement, will be presumed to remain members in good standing of PSU-AAUP and will continue to have dues deducted as previously authorized. Their member applications will remain valid for the duration of their employment within the bargaining unit or until written notice is provided to the Association per the requirements of Section 4 5, below.
2. ~~Fair Share Fee Payers prior to June 27, 2018 whose fair share fee deductions were terminated effective June 27, 2018, will be designated as non-members until or~~

~~unless they submit a “Payroll Deduction Authorization/Membership Application” to either become members or to opt in as voluntary representation fee payers.~~

B. Employees hired after, or who authorize deductions after, the execution of this agreement:

1. An employee whose position is in the AAUP bargaining unit can elect to become a PSU AAUP fee-paying member or a PSU-AAUP voluntary representation fee payer by completing and submitting the “Payroll Deduction Authorization/PSU-AAUP Membership Application” to PSU-AAUP. PSU-AAUP ~~who~~ will then submit notification to the Office of Human Resources that will include the employee’s name, University email address, and University ID number ~~the application to the Office of Human Resources.~~ This notification will be submitted in a mutually agreed-upon electronic format. PSU-AAUP will notify the University no later than the 10th of the month for deductions to take effect within the same month. can be in the form of an email. It is understood and agreed that PSU-AAUP is solely responsible for receiving and verifying all dues deductions authorizations.
2. The Office of Human Resources, upon the commencement of employment, will provide each new employee in the AAUP Bargaining unit with a link to the Payroll Deduction Authorization/ PSU-AAUP Membership Application and the PSU-AAUP New Hire Packet, as well as links to online versions of these documents, at the time new employees are provided with other new employee enrollment information forms.

Section 3: General Terms

- B. Whenever a member dues or voluntary representation fee rate change is required, by the 10th of the month preceding implementation, the amount or rate of the payroll deduction shall be provided to the University in writing by the Association for implementation on the 1st of the following month.

Section 4 5: Cancellation of Member Dues and Representation Fees

- A. PSU-AAUP will be responsible for receiving and verifying all member dues or voluntary representation fee cancellation requests from members or fee payers and providing submitting timely notifications of cancellations to the Office of Human Resources. Notifications will include the member’s name, University email address and University ID. These notifications will be submitted in a mutually agreed-upon electronic format. PSU-AAUP will notify the University no later than the 10th of the month for cancellations to take effect within the same month.
- B. The Office of Human Resources will accept PSU-AAUP’s notification ~~the “Authorization to Discontinue Member Dues or Representation Fee Deductions” form (example is Appendix B), submitted to them by PSU-AAUP and signed by a PSU-AAUP representative~~ as the only valid way to cancel dues or fees for any PSU-AAUP member. Should the Office of Human Resources receive a request directly from a member to discontinue member dues or voluntary representation fees, they will advise them that Human Resources does not process these requests directly from employees, and the Office of Human Resources will direct them to contact PSU-AAUP. If a cancellation

request arrives via email, the Office of Human Resources will forward the member's request in separate email to PSU-AAUP at aaup@psuaaup.net.

Section 5 6: When a Member or Fee Payer moves from a Represented to an Unrepresented Position

Section 6 7: Conversion of voluntary representation fees to member dues

The University will change the deduction for a voluntary representation fee payer from voluntary representation fee payer to PSU-AAUP member when PSU-AAUP submits a notification to that effect new "Payroll Deduction Authorization/ PSU-AAUP Membership Application" signed by the member indicating the selection of membership and member dues deduction. This notification will include the member's name, University email address and University ID number, and will be submitted in a mutually agreed-upon electronic format. A member can move from a voluntary representation fee payer to dues paying member at any time.

Section 7 8: Conversion of member dues to voluntary representation fees


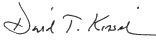
The University will change the deduction from member dues payer to voluntary representation fee payer for a PSU-AAUP member when PSU-AAUP submits a notification to that effect. new "Payroll Deduction Authorization/ PSU-AAUP Membership Application" indicating the selection for the agreement to pay voluntary representation fees, signed by the member. This notification will include the member's name, University email address, and University ID number, and will be submitted in a mutually agreed-upon electronic format. A member can move from dues paying member to representation fee payer at any time. It is understood and agreed that PSU-AAUP is solely responsible for receiving and verifying all authorizations to change the deduction from member dues to voluntary representation fee payer.

Section 8 9. Indemnification

Section 9 10: New Hire Orientation

Changes agreed to in this MOA will be incorporated into the CBA during successor bargaining.

This agreement shall be effective upon signature and approval by PSU-AAUP members.

<p style="text-align: center;"><u>For the University</u></p> <p style="text-align: center;"> <small>Shelly Chabon (Mar 24, 2023 17:41 PDT)</small></p> <p style="text-align: center;">Shelly Chabon, Vice Provost for Academic Personnel</p> <p style="text-align: center;">03/24/2023</p> <p style="text-align: center;">Date</p>	<p style="text-align: center;"><u>For the Association</u></p> <p style="text-align: center;"> David Kinsella, Vice President Collective Bargaining</p> <p style="text-align: center;">03/24/2023</p> <p style="text-align: center;">Date</p>
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