

APPENDIX A - LETTER OF AGREEMENT (DATA DELIVERY AND FERPA WAIVER)

I. DATA DELIVERY

A. Student Worker Data Lists

The University will provide a Student worker data (SWD) list that incorporates all of the following elements:

Legal Name

Preferred Name

UO ID Number

UO Email Address

Personal Email Address

Mailing Address

Telephone Number

Position title

Job Cost Center

Default Approval/Labor Cost Center (Full Path)

Timesheet Organization Description

Hourly rate

Start Date

Differences from previous SWD list

The University will provide a Dues list that incorporates all of the following elements:

Name

Membership Status (Non-member or Member)

Amount of Union Dues Collected (Including the case of zero dues collected)

UO ID Number

B. Schedule of Data Delivery

The Dues/Fair Share lists will be provided to UOSW monthly.

SWD lists will be provided to UOSW weekly.

II. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT WAIVER

The following text will be included in all student worker hiring packets:

Acceptance and Consent

If you accept the position through electronic signature, you will be (1) accepting this job under the conditions stated herein, and (2) providing the University with consent to disclose information about you to the University of Oregon Student Workers Union (UOSW) for the purpose of administering their internal business practices. The information disclosed will include: name, UO email, mailing address, and telephone number.

Release of Additional Information to UOSW

By signing electronically, I authorize the University of Oregon to release the following additional information to UOSW: my UO ID Number, monthly pay, bargaining unit status (i.e., non-member

or member), disciplinary records, and funds collected in relation to bargaining unit status. UOSW needs this information for matters related to payroll deduction and other union business practices. My authorization to release this information to UOSW will remain in effect for the duration of this contract.