

**APPENDIX A
LETTER OF AGREEMENT**

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I. DATA DELIVERY

A. GE Data Lists

The University will provide a GE Data (GED) list that incorporates all of the following elements:

- Name
- UO ID Number
- UO Email Address (~~both @uoregon and personal~~)
- Mailing Address
- Telephone Number
- Office Number, if known to the Graduate School
- Class Level (Masters, Doctoral)
- Major
- First Term of Attendance
- Hire Hiring Department
- FTE
- GE Level (I, II, III)
- Term(s) of Appointment (fall, winter or spring during the academic year or summer only)
- Gross Monthly ~~Pay~~ Salary
- US Citizenship Status
- Differences from previous GED list

The University will provide ~~the a Dues/Fair Share~~ list that incorporates all of the following elements:

- Name
- ~~Bargaining Unit Membership~~ Status (~~Fair Share or Full~~ Non-member or Member)
- ~~Amount of Union Dues Funds~~ Collected (~~Including the case of zero dues collected~~)
- UO ID Number
- Gross Monthly Salary

B. Schedule of Data Delivery

The Dues/~~Fair Share~~ lists will be provided to the GTFF monthly.
Academic year: GED lists will be ~~prepared for pick-up~~ delivered to the Union electronically every Monday between September 1 and October 18, and on the 1st and 15th in all other months during the academic year.
Summer: GED lists will be ~~prepared for pick-up~~ delivered to the Union electronically on the 1st and 15th of the month, from June 15 through October 1.

C. The GTFF will provide to the University lists of GEs who are enrolled in the Health Insurance program on a schedule that is to be determined by mutual agreement between the GTFF Benefits' Administrator and the ~~GE Payroll Specialist in the~~ University's Graduate School.

D. Modifications to the format of the GED list can be made with the agreement of the GTFF Benefits' Administrator and the ~~GE Payroll Specialist in the~~ Graduate School.

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II. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT WAIVER

The following text will be included on all GE ~~employment contracts~~ notices of appointment:

Acceptance and Consent

If you accept the position ~~through electronic signature by signing below~~, you will be (1) accepting this GE assignment under the conditions stated herein, and (2) providing the University with consent to disclose information about you to the Graduate Teaching Fellows Federation (GTFF) for the purpose of administering their internal business practices. The information disclosed will include: name, UO email, mailing address, telephone number, class level (Masters, Doctoral) and academic major, first term of attendance at the University of Oregon, and teaching assignment, which means hire department, FTE, term(s) of appointment (F,W,S), and level (GE I, II, or III).

I accept: _____ Date: _____

I do not accept: _____ Date: _____

Release of Additional Information to the GTFF

~~By signing electronically, By signing below,~~ I authorize the University of Oregon to release the following additional information to the GTFF and, when necessary to administer insurance, the GTFF Health and Welfare Trust: my UO ID Number, monthly pay, bargaining unit status (i.e., ~~fair share or full non-member or~~ member), US citizenship status, funds collected in relation to bargaining unit status and my rank in the applicant pool for this appointment. The GTFF needs this information to verify access to health insurance benefits and for matters related to payroll deduction and other union business practices. My authorization to release this information to the GTFF will remain in effect for the duration of this contract.

Signature _____ Date _____