

March 30, 2015

Dear Adjuncts affiliated with UAF,

We the Northern Region Adjunct Committee are writing to let you know that, according to the United Academic-Adjuncts Collective Bargaining Agreement (UN-AD CBA), Article 11.1, you are entitled to compensation for any required trainings you have completed outside of initial organization orientation meetings.

According to the CBA, "A bargaining unit member engaged solely to teach is not required to attend faculty meetings (other than initial organization or orientation meetings) or to engage in other activities unrelated to instruction of the assigned course(s), unless specifically compensated for this activity in the minimum amount of \$30.00 per hour."

This academic year, our committee spoke with the university about this aspect of the CBA and asked how adjuncts can be paid for required trainings they have completed. Eventually we were told that the Title IX/Sexual Misconduct training we completed (at the mandatory adjunct orientation meetings in September 2014 and/or online at the alternative adjunct orientation website) is not covered under the CBA. We were also told that other required trainings that we have completed *are* covered under the CBA, including (but not limited to) UA B4 Office Safety; UA B4 Slips, Trips and Falls; Protection of Minors: Awareness; UAF Protection of Minors on Campus; and FERPA certification.

We appreciate that the university is honoring the adjuncts' Collective Bargaining Agreement, and we consider it our duty to let you know that you can request compensation for such required trainings, if you wish.

The procedure to follow is this:

1) If you know which required trainings you have completed (during 2013-14 and/or 2014-15), submit a brief memo to your Dean or Director. In the memo, include your name, your UA ID number, and the name of each completed training, with date or semester completed for each, and request that you be compensated at the minimum rate of \$30.00 per hour.

Note: Our understanding is that each training is being compensated as one hour. For example, five trainings = 5 hours. Also note: The Title IX/Sexual Misconduct training is NOT eligible for compensation, because it was offered at the mandatory adjunct orientation meetings in September 2014 and/or at the alternative adjunct orientation website.

2) If you do **not** know which required trainings you have completed (during either academic year), you can view your UAF training records via the Office of Environmental Health, Safety & Risk Management (Safety, Title IX, and Protection of Minors training), accessible through the EHSRM training site: <http://www.uaf.edu/safety/training/required-training/> **and** via the Office of Admissions & the Registrar (FERPA certification), accessible through the Employee Services / Employee E-Learning section of your UAonline account.

Note: It is also possible to use Intelix to view most of your training records except for FERPA. If you already know how to use Intelix, you can access it through <http://clients.intelix.com/alaska/logon.asp/>. If you do **not** know how to

use Intalex, google "intalex login uaf" and scroll down to the PPT (PowerPoint) called "intalex training system" for UAF; then follow the directions in the PPT for how to login to Intalex and find your training records.

Using any of these methods, you or the administrative assistant in your department, program, unit, or school/college should be able to view your training records. If you see on the list some required trainings that you have not yet completed, you can complete those soon and then request compensation for trainings, or you may complete those later and submit a memo now for only the trainings you have already completed.

Whenever you have a list of your records and are ready to make your request, follow the procedure described in 1) above.

3) After your Dean or Director receives your written request for compensation for your list of completed trainings, that Dean or Director will (or should) send a memo to the UAF Human Resources Office / Payroll Department requesting that you receive compensation (minimum \$30/hour) for the specified number of hours of training. If your Dean or Director is uncertain about this or wants clarification, please tell him/her to contact the UAF Office of Human Resources: Dr. Anita Hartmann, Associate Director, 474-7700, amhartmann@alaska.edu.

4) Your decision to request compensation for your trainings (2013-14 and 2014-15) is optional and voluntary. Payment by the university, however, is not. Except for the Title IX training, *the university is required by the adjuncts' Collective Bargaining Agreement to pay if an adjunct requests payment.*

5) If you have questions or run into any problems regarding this university-recommended procedure for requesting and receiving compensation, please contact your administrative assistant or your academic chair or program director, your Dean or Director, or the United Academics-Adjuncts union / APEA-AFT Northern Region Manager, Michael Koskie (mkoskie@apea-aft.org, 907.456-5412 or 800.478-9993).

If you have questions regarding your training, please contact Thad Williamson, 474-2762, tlwilliamson@alaska.edu.

6) If you wish to be compensated for trainings, you should begin this procedure soon rather than later. It will be harder to get assistance once summer arrives.

This is the only message you will receive from our committee about the training-pay aspect of the adjuncts' Collective Bargaining Agreement and the procedure to follow for compensation. As mentioned above, we appreciate that the university is honoring the CBA. We hope this information is helpful to you.

Thank you and best wishes.

Sincerely,

The Northern Region Adjunct Committee