

Letter of Agreement

UO Work Share Program

This agreement is between the University of Oregon (University) and the SEIU Local 503, OPEU (Union).

Due to the budget impacts resulting from the COVID-19 pandemic and in order to avoid layoffs, the parties agree to jointly allow for individual classified employees to reduce their hours between 20-40% per work week if they are deemed eligible to participate in the Oregon Work Share Program.

To be eligible for the Program an employee must generally be eligible for unemployment benefits and must have worked for the University for six (6) months for full time employees and twelve (12) months for part time employees. Bargaining unit members who become eligible for Work Share after the start of the program may enter the program later. Some UO Work Share programs may have different eligibility requirements.

Work Share Program:

The Work Share Program, administered by the State of Oregon Employment Department (OED), allows employers and employees to address economic challenges by allowing a reduction in the amount of time employees work each week between 20-40%, with employees receiving unemployment compensation for the period of time that their work is reduced.

In order for an employer to participate in the Work Share Program they must have approval of the Union that represents the impacted employees, including the signature of an authorized agent of the Union on the application. The University will promptly apply to participate in the Work Share Oregon program. The Union will cooperate with the University in completing the application, which will include the voluntary Work Share Program, Research Institute of Neuroscience's voluntary program which begins May 31, 2020, the application for Early Childhood (EC) Cares which begins July 6, 2020, and the Department of Athletics which begins June 14, 2020. Future submissions to the Work Share Oregon program that are department-mandated will be reviewed by the Union and will be subject to mutual agreement prior to the submission to Work Share. The University agrees to provide the Union the list of employees prior to initiating the FTE reduction.

Employees who transition from the Extended Benefits Program at a reduced FTE will be added to the Work Share Program, provided the reduction meets the criteria for the Work Share Program. Employees will be returned to work by seniority order within the work unit by classification.

The voluntary program is intended to run over the summer from June 14 to August 14. If the employee wishes to continue on the program beyond August 14, they can do so with departmental approval, based on operational needs. Beginning and end dates for the Work Share Program based on department-mandated reductions will be based on operational needs. The University and the Union agree to meet during the month of December 2020. This purpose of this meeting is for University Human Resources to discuss ongoing employment actions and for the Vice President of Finance and Administration to update the Union on the University's financial situation.

The employee may elect to have between a 20% or a 40% reduction in their weekly work hours, subject to supervisory approval based on operational needs. The reduction will normally be taken in full day increments on either end or the employee's work week unless otherwise mutually agreed to by the employee and their supervisor. Work Share Employees must timely complete required forms for the program as communicated by UO's Human Resources Department.

Unless otherwise required by law, Work Share Employees shall continue to receive eligible health care and leave accruals based on their FTE prior to the reduction in hours. The University will follow PERS and OED guidance with respect to retirement contributions. In the event official written guidance from both OED and PERS indicates employees shall receive retirement contributions based on their FTE levels prior to the reduction in hours, the University agrees to apply that interpretation retroactively to the extent legally permissible in order to make the affected employee(s) whole.

While on Work Share, should an employee need to use accrued leave, their supervisor will, whenever practicable, allow the employee(s) to modify their time in order to maintain eligibility in the Work Share Program and the UO Summer Work Share Program for that week, subject to OED's approval. Paid leave may be used up to forty (40) hours or up to whatever their normal scheduled hours were prior to the reduction, but they may not be eligible for unemployment benefits (including the \$600 Federal benefit) for that week.

The University will allow Work Share Employees to attend presentations held jointly by the Union and University about the programs during worktime.

This agreement does not waive an employee's ability to request a schedule or FTE change, nor does it waive, limit, or otherwise impact the University's ability to grant or deny such request or otherwise implement procedures or actions under Article 50, Section 9, or any other article in the SEIU collective bargaining agreement, and shall not set a precedent for future employment actions or negotiations.

Service Employees International Union, Local 503, OPEU



Dated: 6/8/20

Melissa Unger

Executive Director

University of Oregon



Dated: 6/8/20

Missy Matella

Senior Director, Employee and Labor Relations