

DATA DELIVERY & FERPA WAIVER

Section 1. Data Delivery. The University will provide an employee data 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

Timesheet Organization Description

Hourly Rate

Start Date

Date of Last Paycheck

The University will provide a separate employee data list, referred to as the "UKG list," that incorporates the following elements:

Full Name

UO ID Number

Default Job Cost Center Full Path

Default Approval/Labor Cost Center Full Path

Date Hired

Section 2. Dues 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

Section 3. Schedule of Data Delivery

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

Master employee data lists and the UKG list will be sent to UOSW monthly. New hire reports will be sent to UOSW weekly and will include all employees hired in the last 10 days.

Section 4. 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, (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, and (3) agreeing to release your information to workers' compensation insurer per state law. The information disclosed will include: legal name, preferred name, UO email, personal email, mailing address, pay rate, position start date, 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.