



OFFICE OF HUMAN RESOURCES • COLLEGE HALL
P.O. BOX 913 • WAYNE, NEW JERSEY 07474-0913
EMPLOYMENT 973.720.2605 • PROFESSIONAL DEVELOPMENT 973.720.3555
EMPLOYEE RELATIONS 973.720.3594 • FAX 973.720.2090 • WWW.WPUNJ.EDU

To: All Members of the Professional Staff
Represented by AFT Local 1796

From: John Polding – Associate Vice President-
Human Resources
-and-
Susanna Tardi – President
AFT Local 1796

December 19, 2008

Re: Fact Finding Analysis

Pursuant to Letter of Agreement XVIII of the parties' Collective Negotiations Agreement, a fact finding analysis of hours worked by Professional Staff will be conducted. This analysis will commence on February 14, 2009 and end twelve (12) months after inception. The letter of agreement is attached to this memo for reference.

All Professional Staff members in the bargaining unit are eligible to participate on a voluntary basis. If a Professional Staff member chooses to participate, he or she must participate for the entirety of the fact finding period.

Professional Staff members who choose to participate will be required to fill out tracking forms to record all hours worked in each pay period, including actual start/stop times for each work day. Tracking forms must be signed by the Professional Staff member and his or her supervisor and then forwarded by the supervisor to the Human Resources Department in a manner consistent with the University's bi-weekly payroll schedule. Completion of the tracking form will be in addition to the regular electronic timesheet system used for payroll purposes.

Participation in the fact finding analysis is not intended to be a reflection on Professional Staff members or their supervisors. The analysis will serve as a tool to ascertain the nature and extent of unusual work time requirements, if any, performed by Professional Staff. Based on the data collected, a final report will be issued to the President.

Professional Staff members who wish to participate in the yearlong fact finding analysis must inform AFT Professional Staff Representative Shari Selke by January 23, 2009.

cc: E. Weil
S. Bolyai
S. Hahn
D. Robinson Lewis
L. Szucs
S. Selke