

LETTER OF AGREEMENT XVIII
FACT-FINDING ANALYSIS FOR
EXEMPT PROFESSIONAL STAFF
GROUND RULES

1. Fact-finding analysis will commence February 14, 2009 and will conclude 12 months after inception. Participation by members of the professional staff is voluntary.
2. Recordkeeping procedures
 - a. Participating Professional Staff shall be responsible for completing a tracking form (hereinafter "form") setting forth all hours worked on each work day in the pay period (see attached). Forms will be available electronically.
 - b. The form should be filled out each day setting forth all hours worked on that day, including but not limited to hours worked on a holiday during which the University is open, and notations if unofficial compensatory time was utilized on a specific day. The form will be filled out during final ten (10) minutes of the normal workday on university time. At the end of the pay period, both the participating member and his/her supervisor should sign the form. The supervisor is responsible for submitting the form to the Human Resources department no later than three (3) business days from the end of the pay period. Human Resources will forward a copy of the form to the local union committee designee.
 - c. Human Resources will record data in an Excel database and provide a copy of the summary to the local union committee designee on a monthly basis.
 - d. Participating staff members will be required to complete their timesheets in the Electronic Timekeeping system at the end of each pay period in the usual and customary manner.
3. Disputes
 - a. If there is a dispute between the supervisor and participating member regarding hours set forth on the tracking form, the supervisor will note the dispute on the form and provide a copy of the form to the member. Both the supervisor and member will sign the form prior to submission to Human Resources.
 - b. The Human Resources designee will attempt to resolve the dispute between the member and the supervisor within two (2) weeks of receipt of

the form. The member, supervisor and local Union representative will be notified of resolution.

- c. If the dispute cannot be resolved at the local level, either party may request a meeting of the full committee to discuss the matter.
 - d. In order to limit the number of disputes that may occur during the fact-finding period, participating staff members should receive authorization from their supervisor to work additional hours or use flex time/unofficial comp time whenever practicable. (See attached authorization sheet)
4. Announcement of Fact-finding

No later than December 19, 2008, the Administration and the Union will send out a joint notice announcing the commencement of the year long fact-finding analysis and process. The Union will be responsible for providing the Administration with the names of professional staff members who will participate in the year long fact-finding process on or before January 26, 2009.

NOTE: Letter of Agreement XVIII shall be adhered to including the paragraphs set forth in these grounds rules.