LETTER OF AGREEMENT
ARTICLE 18: GRIEVANCE AND ARBITRATION PROCEDURE

The Parties agree to the following terms modifying the procedure for filing and responding to Step 3 appeals and grievances under Article 18, Sections 5(A) and (B)(2).

1. Step 3 appeals and grievances filed on or after July 1, 2014 shall be filed with the Director of Labor Relations in the Office of Labor Relations for the University Shared Services Enterprise. The appeal or grievance shall be hand delivered, mailed, faxed or emailed to Brian A. Caufield, Director of Labor Relations at the following:

Mailing Address:
University Shared Services Enterprise
Attn: Brian A. Caufield
PO Box 751 Mail Code: CHAN
Portland, OR 97207-0751

Email Address:
brian.caufield@oregonstate.edu

Physical Address:
Portland State University
Academic and Student Recreation Center
Attn: Brian A. Caufield
1800 SW 6th Avenue, Suite 520
Portland, OR, 97201

Facsimile:
(503) 725-5709

2. The Director of Labor Relations will assign a University Chief Human Resource Officer, who may appoint a designee, to conduct a Step 3 meeting, or to review the record where no meeting is requested, and render a written response within the time limits proscribed in Article 18.

3. Assignment of a University Chief Human Resource Officer will be on the following rotating basis: Eastern Oregon University, Oregon Institute of Technology, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University.

4. No University Chief Human Resource Officer will be assigned to process a Step 3 appeal or grievance involving his or her University and, therefore, he or she will be skipped over in the event that he or she would have been assigned based on the rotating assignment in paragraph 3 above.

5. Step 3 meetings will occur by teleconference. Where available, and when requested and mutually agreed upon, Step 3 meetings may occur by videoconference. If the teleconference method is used, the Grievant may choose to participate by phone in a room separate from management, or in the same room as management if the option is offered.

6. The Director of Labor Relations will forward the University Chief Human Resource Officer’s Step 3 written response to insure compliance with Article 18’s time limits and service.

7. The Parties agree that this Letter of Agreement is effective July 1, 2014 until the Parties negotiate a new procedure during 2015 negotiations.

For the Universities:
Brian A. Caufield
Director of Labor Relations
University Shared Services Enterprise

For the Union:
Rich Peppers
Associate Executive Director
SEIU Local 503, OPEU