



As you know, current economic circumstances have resulted in significant financial difficulties in the Oregon University System. In recognition of these difficulties, a collective bargaining settlement has been reached with SEIU, the union representing classified employees, that includes a Letter of Agreement - Mandatory Unpaid Leave Days (furlough days) for the period of this biennium ending June 2011.

The Letter of Agreement (LOA) sets out a requirement for spreading out or “smoothing” evenly over the months in each fiscal year the reduced pay that results from the unpaid leave days. Staff members who do not wish to participate in the even smoothing, may opt out by submitting a form to the Human Resource payroll team that is available on the website linked below.

Also, as stipulated in the LOA, the mandatory unpaid leave days are to be scheduled and taken at times based on the operating requirements of the University. Here at Portland State University the leave days are to be taken during the University Closure, from Saturday, December 18, 2010 through and including Sunday, December 26, 2010. The number of mandatory leave days required by each classified staff is based on four progressive salary levels, and is effective with the October paycheck.

The Mandatory Unpaid Leave implementation is detailed in the enclosed memorandum from Vice President Desrochers, which is incorporated herein by reference. Further information is available on the Human Resources website at http://www.pdx.edu/hr/Winter_Break_Closure_2010.

I'd like to thank you personally for your continued contribution to the success of the University. Working together, I am confident that Portland State University will emerge from these difficult times as a stronger and better institution.

Sincerely,

A handwritten signature in cursive script that reads "Wim Wiewel".

Wim Wiewel
President