



UNAC Connection - August 2023



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Message from the President: Disclosure of Employment or Outside Activities

By Jill Dumesnil



University employees (full-time and part-time) must comply with the applicable reporting provisions of the Alaska Executive Branch Ethics Act [AS 29.52.010-960](#). This statute requires that outside activity disclosures are to be made annually by July 1 and whenever there has been a significant change in outside activity. New and returning employees should make disclosures as soon as conveniently possible after starting or resuming UA employment using the form [Disclosure of Employment or Activities Outside the University of Alaska](#).

According to Board of Regents Policy [Po4.10.010](#), “outside activities” means work or activities that are not within the scope of an employee’s regular duties. The associated regulation [Ro4.10.010](#) itemizes a list of activities that are considered to

be “inside activities” within the scope of your regular work duties. These include anything that appears on your approved workload as these activities are supported by the university and does not have to be reported as an outside activity.

However, it is important to understand that you cannot accept any compensation for UA job duties (including service work) from anyone other than UA (see [AS 39.52.120\(b\)\(2\)](#), [PO4.10.030.B.5](#)). If there is a stipend, honorarium, or other compensation offered by anyone outside UA for that service activity, you must either decline or make arrangements to have it paid directly to UA (eg. jury duty). There is an exception if the third party is offering to reimburse for travel expenses; that offer can be accepted by the faculty member using the form [Request for Advance Approval of Outside Payment of UA Travel Expenses](#).

In addition, a faculty member with a 9-month contract who is outside that contract period during the summer is regarded as a seasonal employee during the period of time that the employee is not employed by UA. Generally, summer employment with another employer (or self-employment) does not have to be reported as an outside activity, as long as the outside employment does not overlap with time during which you are on-contract. However, if you are teaching for UA over the summer, then you would fall within the definition of "public employee" even during the summer and need to report additional employment.

A noteworthy exception, according to a 2011 Attorney General Opinion, is for union work. "Public officers who serve as a director, steward, or similar designated representative of a union with which the state has a bargaining agreement are not required to report that service" as an outside activity under the Executive Branch Ethics Act whether compensated or not.

IMPORTANT NOTE: If you are asked to fill out the disclosure form for activities not requiring disclosure, contact [Melanie Arthur](#) for further advice. Do not risk being accused of insubordination by ignoring a directive from your supervisor, particularly if there is a deadline imposed!

UNAC Sick Leave Bank

With our newest [CBA](#), processes changed for obtaining extended paid sick leave. Now, we use the [UNAC Sick Leave Bank](#), not the UA Leave Share program. The end result is the same: paid sick leave while on approved Family Medical Leave (FML).

Coincidentally, the UA Leave Share program ceased to exist on July 1, 2023. We are fortunate to have paid extended sick leave available via our CBA.

The UNAC Sick Leave Bank application can be found under ‘forms and guidelines’ on this [UA Labor and Employee Relations](#) webpage.

The UNAC Sick Leave Bank was formerly the UAFT Sick Leave Bank; when the two unions merged into UNAC in 2018, the Bank became the UNAC Sick Leave Bank. It now lives in our most recent CBA in article 16.8.

Board of Regents Public Testimony Hour

This coming Monday, August 28, is your next chance to voice your UA-related concerns or triumphs to our Board of Regents (BOR).

This only happens twice a semester, so don't miss out!

Livestream of public testimony is available on the [BOR website](#). Testimony is given over the telephone, not the internet. Listen to the livestream while you wait on hold on your phone to provide your testimony. The graphics below will help you prepare your testimony.

HEY UNAC MEMBERS

IT'S BOR PUBLIC TESTIMONY TIME!

1-888-886-7786

4:00 p.m AKT

Mon., Aug. 28

Get in the queue
by 4:00 pm AKT

UNITED ACADEMICS
4996
UoAc
AAUW APT

UA BOR PUBLIC TESTIMONY



1-888-886-7786

HOW TO

TIPS TO SUCCESSFUL TESTIMONY

- ✓ Call to get in the queue by 4:00 pm AKT
- ✓ Testimony is limited to two minutes
- ✓ Discuss only one topic (relevant to UA)
- ✓ Decide on your topic ahead of time
- ✓ Write a script or list of points to make
- ✓ Start your script with "Mr. Chair and members of the Board of Regents, my name is (your name), calling from (city)"
- ✓ Practice and stay on script
- ✓ Be yourself



Promotion and Tenure

Article 9 of our [CBA](#) covers details of the promotion and tenure process. All members should carefully read the relevant portions of this article, which vary depending on rank and tenure status.

Upcoming Deadlines

- **September 8:** *Deans/directors provide external review letters to be added to promotion files*
- **September 12:** Files are due to dean or director

P&T Training Videos

If you plan to stand for promotion in the coming months or years, one of the following videos will be helpful to you.

- [Preparing for Non-Tenure Track Promotion](#)
- [Preparing Your 4th Year Review File](#)
- [Preparing for Tenure and Promotion](#)
- [Preparing for Post-Tenure Review](#)

Please contact your UNAC Organizational Vice President or other officers if you have questions about standing for promotion or preparing your file. Your provost's office can also help.

UNAC Professional Development Funds

All UNAC bargaining unit members of every rank and title are eligible to apply for UNAC Professional Development Funds. These funds are described in Article 15.9 of

our [CBA](#) and are to be used as monetary assistance for UNAC members' professional development opportunities.

UNAC Professional Development Funds are administered through each provost's office. UNAC members may only apply for funds from your own university in the system. Each university follows slightly different application processes - each provosts' offices can help bargaining unit members work through the application process for their university.



FY24 Base Salary Increase of 2.75%

All returning UNAC members will see a **2.75% increase** to your FY24 base salary in the 'Current and Past Jobs' section of UAOnline and on your AY24 appointment letter, and in your paychecks.

FY24 salaries for all returning UNAC members should be **5.8325% higher** (3% + 2.75% + compounding interest) compared to what you were paid before the retroactive implementation of the FY23, 3% raise.

With all of these pay adjustments taking place in a short amount of time in short-staffed payroll offices, we strongly encourage all returning UNAC members to check the accuracy of your new base salary.

UNAC Committee Opportunities

Our union is run by our dues paying members. Most often, we talk about our members serving in leadership roles in the Executive Board and the Representative Assembly. Part of their work as UNAC leaders includes being active in our committees.

Committee membership is open to all dues paying members of UNAC, and we could use some more help in a few committees.

Joining one of the committees listed below is a great way to become more active in our union. In doing so, you'll learn more about how the union operates and you'll have a say in the direction we take on important issues.

If you're a dues paying member, consider joining one of the following UNAC committees! Contact your Org VP or our Organizing Manager if you're interested. (Contact info at the bottom of the newsletter).

Elections Committee

Conducts all union elections and votes according to processes laid out in UNAC's by-laws and policies. *No elected leaders can serve on this committee.*

Seeking new members from

- **Extended Sites:** previous member retired; seeking 1 rep from any UA extended site
- **UAA rep:** previous member is on sabbatical; seeking 1 rep from UAA's Goose Lake or CTC campuses

Legislative Relations Committee

Focuses on advocacy related to state legislation that impacts UNAC members. Examples of topics include:

- The BOR faculty regent bill
- Confirmation of newly appointed regents

Seeking new members from any UA location

Membership & Organizing Committee

Focuses on outreach to non-dues paying UNAC bargaining unit members to encourage full membership, event organizing, PR, and UNAC swag.

seeking new members from any UA location

Non-Tenure Track Committee

Ad-hoc committee that focuses on issues of concern to UNACs non-tenure track members (job security, equity, improved working conditions).

Seeking new members from

- any UA location
- especially those working in positions off the tenure track

Reminders



Current Collective Bargaining Agreement (CBA)

Our CBA is available on our United Academics website:

<http://unitedacademics.net/collective-bargaining-agreement-cba/>

Weingarten Rights

If you find yourself called into a meeting with your direct supervisor that you believe could result in discipline, you have the right to request union representation at that meeting. Contact your Organizational Vice President for guidance. From the [National Labor Relations Board](#) website:

Any meeting may be an "investigatory interview" provided that the following occur:

- A manager, representative of management, or supervisor is seeking to question an employee.

- The questioning is part of an investigation into the employee's performance or work conduct. During an investigatory interview, a representative of management may require an employee to defend, explain, or admit misconduct or work performance issues that may form the basis for discipline or discharge.
- The employee reasonably believes that the investigation may result in discharge, discipline, demotion, or other adverse consequence to their job status or working conditions.
- The employee requests a union representative. Employers are not required to advise employees of their right to representation and third parties (including union representatives) may not make the request on behalf of the employee.

United Academics on Social Media

- Like or follow our [Facebook](#) and [Twitter](#) pages.
- Like, share, or retweet our content!
- Use our [profile pictures and Zoom backgrounds](#) on your social media and Zoom accounts, especially during University Zoom meetings.

Meeting Notices

UNAC General Membership Meetings

- Regularly scheduled meetings: every second Tuesday of the month from 5:30-7:00 p.m.
- Separate emails with meeting information, including the Zoom link, will be sent to all bargaining unit members before each meeting.
- Next General Membership Meeting: Tuesday, September 12, 2023, 5:30-7:00 p.m. AKDT.

Next UNAC Representative Assembly Meeting*

Saturday, October 21, 2023, 10:00am - 2:00p.m. AKDT via Zoom

UNAC Executive Board Meetings*

First and third Wednesday of each month, 9:30-11:30a.m. AKDT

**Dues paying members are welcome to attend the RA and Executive Board meetings. Contact your Org VP and/or office staff for the Zoom link.*



Executive Board and Staff Contacts

President - Jill Dumesnil, Ph.D.

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Extended Sites Organizational VP - Cindy Trussell, Ph.D.

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Contract Manager - Melanie Arthur, Ph.D.

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Organizing Manager - Kate Quick

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United Academics Local #4996 (UNAC) is the bargaining unit that represents post doctoral fellows, non-tenure track (term), tenure track, and tenured faculty at the University of Alaska. UNAC is an affiliate of the American Association of University Professors (AAUP) and the American Federation of Teachers (AFT).

www.unitedacademics.net

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