




UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

**Memorandum**

Date: June 27, 2018  
To: All University of Alaska Provosts and Vice Chancellors of Administration  
From: Geoff Bacon, Labor Relations Director   
Re: Appointment Letter Guidance - Agency Fee

In order to comply with the recent U.S. Supreme Court decision, *Janus v. AFSCME Local 31*, Statewide Labor Relations will be updating its website with new appointment letter templates. Additionally, templates will be updated in MyUA. This process may take a few weeks. In the meantime, please make the following manual changes to the MS Word templates currently available. Once the new templates are updated Statewide Labor Relations will communicate that change to departments.

**Represented Adjunct Faculty (FT)**

Please do not use the Emeritus template. Please use the Adjunct template and remove the following language from the Union Representation section of the appointment letter:

, and that, after United Academic-Adjuncts provides me with information, notices and procedures required by law, that I will be obligated to pay to the union as a condition of employment a representational service fee as limited and required by the Agreement.

**If I fail to turn in a completed payroll deduction form, I may be obligated to pay my representational service fee directly to the union (APEA/AFT) immediately upon their request.** United Academic-Adjuncts may, upon compliance with Article 4 of the Agreement, demand my termination for failure to pay the representational service fee. I may object to the amount of the fee by filing an objection with United Academic-Adjuncts

**Local 6070 (CR, CT, NX)**

Please remove the following language from the Special Conditions of Employment section of the following templates: Extended Temporary, New Hire, Temporary, and Term:

You are responsible to pay all dues and fees required under the collective bargaining agreement (Article 3.1). If you wish to pay your union dues and fees through payroll deduction, please complete and return the attached Membership Dues and Fees Deduction Form (Article 3.1.C). If you choose not to pay fees or dues through payroll deduction, you must make separate arrangements with the union.

**UNAC (F9)**

Please remove the following language from the last full paragraph above the employee signature line of the following templates: Tenured, Tenure Track, Non-Tenure Track Term One-Year, Non-Tenure Track Multi-Year, Non-Tenure Track Term One-Year (Post Doc), Terminal, Summer Additional, and Overload (AY Period):

, and that I am obligated to pay to the union an agency fee as a condition of employment as required by the Agreement. I understand that upon demand of United Academics, failure to pay the agency fee will result in termination. I understand that I may object to the amount of the fee by filing a claim with United Academics

**Please distribute as appropriate**