



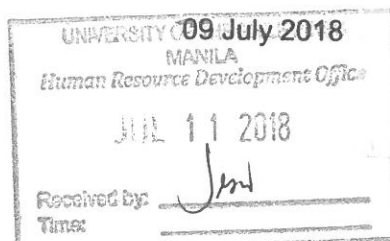
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
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MEMORANDUM NO. NGY 18 – 121

FOR : **Chancellors  
 Director, UP PGH**

SUBJECT : **Clarification on the Implementation of Official Union Time  
 Privilege for Union Officials under the Collective Negotiation  
 Agreement (CNA) with the All UP Academic Employees Union**



The Union-Management Monitoring Committee (UMMC), in its 20 June 2018 meeting, discussed the implementation of official union time privilege for union officials in the academic sector, particularly for faculty members and REPS personnel. The All UP Academic Employees Union (AUPAEU) reported in the said meeting that officials from the Constituent Universities (CUs) would like to be clarified on the equivalence of work time percentage for the said sectors for proper implementation.

In view of the above, the UMMC developed the following matrices of equivalence to properly guide the CUs:

**Faculty**

The official union time privilege for faculty members shall be based on the number of academic units per semester. Please observe the following percentages of work time per month with corresponding number of units per semester allotted for union time:

Union Officials	Percentage of Work Time per Month <i>(Allotted for Union Meetings, Activities, and others)</i>	Number of Units per Semester <i>(Allotted for Union Meetings, Activities, and others)</i>
National President	75%	9
National Vice President	60%	7
National Officers	60%	7
Local Chapter Presidents	67%	8
Members of the National Committees	50%	6
Local Officers and Committee Officers	25%	3

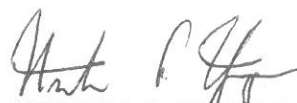
AUPAEU Representative Committee Members/Heads	25% (for each committee member per month)	3
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**REPS**

The official union time privilege for REPS personnel shall be based on the number of work hours per week (i.e. 40 hours per week). Please observe the following percentages of work time per month with corresponding number of work hours per week allotted for union time:

<b>Union Officials</b>	<b>Percentage of Work Time per Month</b> <i>(Allotted for Union Meetings, Activities, and others)</i>	<b>Number of Work Hours per Week</b> <i>(Allotted for Union Meetings, Activities, and others)</i>
National President	75%	30
National Vice President	60%	24
National Officers	60%	24
Local Chapter Presidents	67%	27
Members of the National Committees	50%	20
Local Officers and Committee Officers	25%	10
AUPAEU Representative Committee Members/Heads	25% (for each committee member per month)	10

For your guidance and compliance.



**NESTOR G. YUNQUE**  
Vice President for Administration

cc: Mr. President  
Vice Presidents  
Secretary of the University  
All UP Academic Employees Union