

## Letter of Agreement Number 141

The Kean Federation of Teachers (KFT) and Kean University have reached an agreement regarding Wenzhou Kean University (WKU) faculty travel as follows:

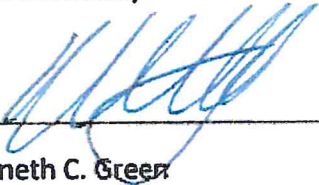
1. WKU Faculty must request for pre-authorization for travel consistent with the Travel Guidelines to travel home from WKU and/or WKU to home (Home Travel). Pre-authorization may be denied for travel that is inconsistent with the Travel Guidelines, for faculty who are delinquent in any financial obligation to WKU or who are seeking to travel during times frames that would impede the delivery of academic services.
2. WKU faculty who are pre-authorized for Home Travel may elect to:
  - A. Request WKU make their travel arrangements;
  - B. Make their own travel arrangements;
3. WKU faculty who make their own travel arrangements must request Home Travel authorization through WKU. They must identify their itinerary, the type of flight and the cost.
4. WKU faculty who are approved for Home Travel consistent with paragraph 3 shall be reimbursed for the travel expenses on an economy fare upon showing proof of payment and use of ticket. The reimbursement shall not exceed \$1,500 for a one-way ticket, 3,000 for a round trip ticket or the maximum amount permitted by the Travel Guidelines regardless of the amount spent or any approvals obtained.
5. WKU Appointment Letters will be modified to read:

The University will pay for two (2) round trip airfares per person during the assignment, for stints of two (2) consecutive semesters (fall and spring semesters). The University will pay for one (1) round trip airfare per person during the assignment, for a one (1) semester stint (fall or spring semester). Employees will be reimbursed a maximum amount of up to \$3,000.00 USD/round trip (departing from the employee's home location, arriving in Wenzhou and returning back to the employee's home location) towards an economy fare which shall be broken down as \$1,500 for a one way trip and \$3,000 for a round trip ticket. This award may be shared by (not duplicated for) spouses, civil-union partners and immediate family members who will travel and reside with you. Employees seeking reimbursement for airfares will be

required to have pre-travel authorization and, should they wish to schedule their own travel, will be required to obtain additional authorization.

6. This agreement shall not be use in any other matters and/or disputes between the parties, except to the extent necessary to enforce the provisions of this Agreement.
7. This agreement does not modify the parties Collective Negotiations Agreement.

Kean University



---

Kenneth C. Green

Chief Labor Counsel

5/12/16

---

Date

Kean Federation of Teachers



---

Patrick McManimon

KFT Negotiation Chair

5/9/16

---

Date