

Dear Students,

As you may already know, the GSU-UE is the exclusive bargaining representative as to the terms and conditions of employment for MIT graduate students serving as salaried research assistants (RAs), teaching assistants (TAs), and instructor Gs (IGs). RAs, TAs, and IGs are members of the bargaining unit represented by the Union, whether or not they elect to become Union members.

Article 3, Union Security and Check-Off, of the collective bargaining agreement (CBA) requires TAs, RAs, and IGs to pay either union dues or agency fees to the GSU-UE as a condition of employment (more information [here](#)).

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law that prohibits MIT from disclosing certain information from your “education records” to third-parties – including the Union – unless you consent to such a release or it is otherwise permitted or required by law. Under FERPA, an education record is any record that is maintained by MIT that directly relates to you.

The Institute is permitted to and does share your “[directory information](#)” with the Union unless you take steps to [suppress that information](#). Sometimes, however, the Union may need additional information contained in your education records, beyond this directory information, for representational purposes and contract administration, including to verify whether you are a bargaining unit member in good standing. Under FERPA, MIT is prohibited from providing such non-directory information to the Union unless you consent to such a release or it is otherwise permitted by law.

By signing a checkoff card with a FERPA release, you authorize the Institute deduct and remit due/fees to the Union, and provide the Union with the following *Wage and Fee Information*: 1) your name, 2) email, 3) current wage rate, 4) gross TA/RA/Instructor G wages, 5) % level of effort, and 6) amounts deducted and remitted to the Union. This information is necessary for the Union to assure deductions are properly handled. Signing the check-off card and FERPA release is voluntary.

If you choose to authorize the release of information, the authorization will be valid until you revoke it. You may revoke or change your authorization at any time by changing your selection and resubmitting the FERPA Release in Atlas. The FERPA Release in Atlas also provides you with the option to authorize MIT to release additional information to the Union beyond *Wage and Fee Information*.

You can navigate to the FERPA release in the Atlas mobile or desktop app. When in Atlas, select the “funding” title and then select “Docs and Benefits.”

If you have any questions about this communication, the FERPA Release, and/or how any information shared with the Union may be used, you may reach out to:

MIT Office of Labor Relations:

Ellen McClintock, Manager, Labor Relations MIT Human Resources

Email: ellenmcc@mit.edu

MIT GSU-UE:

Email: contact@mitgsu.org