

O ISM

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uc GTF 3544

GTF PROPOSAL 05-7-14

ARTICLE 10 HEALTH, SAFETY AND WORK ENVIRONMENT

Section 1. Facilities and Services

The University shall provide each GTF with access to facilities and services conducive to carrying out his/her assignment (i.e., teaching, research, or administration) in a professional atmosphere, including reasonable office or desk space; reasonably secure storage space for books, papers, and supplies; and reasonable access to a telephone and computer. Each GTF shall also have reasonable access to private facilities for conferring with students and faculty and for other job-related purposes. GTFs shall be provided desk copies of, or electronic access to, all texts required for their assignment. **GTFs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, clean work environment. This responsibility may not conflict with or exceed GTF work assignment/work load** See Article 277.

Departments shall develop policies and procedures regarding condition of workspace and access to private meeting space, telephones, computers, **internet access**, office supplies, photocopies, printouts and all other materials required for the GTFs' work assignments. These policies and procedures shall be documented and made available to GTFs by incorporating them into departmental GTF manuals or graduate student handbooks, by posting the information online, or by creating a document specifically for that purpose. Listed below are practices and standards designed to ensure a safe and appropriate working environment and to serve as reference for specific departmental policies and practices. Departmental policies and procedures shall address at least the categories listed below. Standard working hours for the purpose of this article are defined as Monday through Friday, 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

- a.) Workspace
 - i. Working locks on doors
 - ii. Properly and securely installed partitions and shelving
 - iii. Safe and appropriate furnishings
 - iv. **Provided with the same custodial services on the same schedule as other similar spaces in the department or building/facility**

- b.) Private Meeting Space
 - i. Access to space suitable for private meetings for GTFs with teaching assignments either as instructor of record or as lab/discussion leader

- c.) Access to Telephones and Computers
 - i. Easy and reasonable access to telephones necessary to carry out work assignments
 - ii. Easy and reasonable access, at least during standard working hours, to computers equipped with software typically provided other departmental staff and as it relates to GTF assignments
 - iii. **Easy and reasonable access to internet necessary to carry out work assignments**

- d.) Access to Office Supplies, Photocopies and Printouts
 - i. GTFs working under the direction of an instructor of record (as teaching assistants, lab leaders, or discussion section leaders), administrative GTFs, and research GTFs shall have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their

supervisors. These shall be available at no personal cost to the GTFs and does not preclude limitations placed upon the supervisors or instructors of record.

- ii. GTFs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours.

e.) GTF Assistance

- i. Departments with GTFs who work as instructors of record shall specify how GTF assistance for the instructor-of-record GTFs shall be apportioned.

f.) Kitchen Facilities

- i. Access to the same or similar facilities as other faculty and staff in the department.
- ii. When no kitchen facilities exist, GTFs and/or the union have a right to request kitchen facilities.

Section 2. Health and Safety

The University acknowledges an obligation to provide a safe, clean, and healthy environment for its employees on the University of Oregon campus and in University-owned or controlled facilities, and agrees to do so in accordance with any and all applicable local, State and Federal laws pertaining to occupational safety and health. GTFs may refuse to work in unsafe spaces, whether or not the space is owned or controlled by the University.

a) Training: The University shall see that GTFs are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process, or practice which they are authorized to use or apply during the course and scope of their employment. GTFs will attend all required training on workplace health and safety provided by the university and This this training will be provided at the employee's regular rate of pay.

b) Equipment: It is the responsibility of the University to provide, at no cost to the GTF, all necessary personal protective equipment (PPE) which is training in the proper use of any issued PPE.

c) The University shall provide for and maintain in safe working condition all tools and equipment required for the execution of GTF duties.

d) If, after reporting to the supervisor that a specific task or assignment may jeopardize personal health or safety, correction is not made, that employee may refuse to perform such activity without penalty until the appropriate health or safety officer has reviewed the situation and made a finding. The University shall notify the GTF of each determination that is made.

e) When OR-OSHA provides notice that it inspects or plans to inspect University facilities where GTFs work, the Union shall be notified as soon as possible if possible, prior to the inspection. A Union official, upon request, shall be allowed to accompany the inspector if possible.

f) The Union shall be afforded representation on the University Safety Advisory Committee.

g) Once the time and location of assignments have been established, a GTF who has security concerns about these aspects of his or her assignment will have until one week prior to the start of classes to submit a petition to the hiring unit stating his/her reason for requesting a reassignment. The hiring unit will prescribe a remedy and/or make an effort to reassign the GTF. If the hiring unit is unable to reassign the GTF or prescribe a remedy acceptable to the GTF, he/she may either accept the original assignment or resign his/her appointment for the term.

A GTF who has resigned his/her appointment following the process outlined here shall be put on a departmental priority reappointment list until the end of the academic year or until another appointment of equal duration is made, whichever comes first. GTFs on the priority reappointment list shall receive first consideration by the department for other suitable appointments before employing new GTFs.

A GTF on the priority list who declines a subsequent appointment offer that is substantially similar to the position which he/she resigned and for which he/she is qualified shall be taken off the priority reappointment list for that term. However, if the GTF does not accept the subsequent appointment offer based on the security concern identified in the above-mentioned petition process, he/she may remain on the priority list by stating in writing that the same security concern still applies.

Section 3. The Union may provide to the University a list in priority order of those facilities and services it believes do not meet the requirements of Section 1 and Section 2 of this Article. Within forty-five(45) days of presentation of the list, the University shall advise the Union of its evaluation of the list and the University's plan to remedy those items which it believes to be deficient.

Section 4. Suppression of electronic publication by the University of information about a GTF shall be by active permission of the GTF.

Section 5. In the event office or work space is temporarily made unavailable for use by the University, the department shall attempt to arrange alternate workspace for immediate use or make an appropriate adjustment to work duties.