

## GTFF PROPOSAL

11/26/14

### ARTICLE 21 SALARY

**Section 1.** At a .50 FTE appointment, a GTF will be assigned employment responsibilities that do not exceed a maximum of 219 hours for the quarter, or with the mutual consent of the GTF and the employing department, program or administrative unit, 656 hours per 9-month academic year.

Workloads for GTFs shall be prorated on the percentage basis of FTE. For example, a GTF appointed at .20 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 88 hours of work per quarter, and proportionately for appointments at other FTEs as follows:

| FTE | HOURS PER QUARTER |
|-----|-------------------|
| 0.2 | 88                |
| 0.3 | 131               |
| 0.4 | 175               |
| 0.5 | 219               |

**Section 1a.** During the academic year, minimum FTE assignments of GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them). Minimum FTE appointments shall be:

3 credit classes - minimum .40 FTE appointment  
4-5 credit classes - minimum .49 FTE appointment

For four- or eight-week courses during the summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

3 credit classes - minimum .30 FTE appointment  
4 or 5 credit classes - minimum .37 FTE appointment

**Section 1b.** GTFs are encouraged to notify their supervisors at any time during the quarter if their GTF assignments require hours in excess of assigned FTE.

**Section 1c.** GTFs will not be asked to work more than 15% of one quarter's total FTE assignment in any one week, except by mutual agreement of the GTF and the supervisor in advance of such an assignment.

**Section 2.** Effective September 16, 2012~~2014~~, the half-time (.50 FTE) one quarter salary rate on which stipends for GTFs in the bargaining unit are calculated shall be increased by ~~25%~~ as follows:

|         | GTF I                       | GTF II                      | GTF III                     |
|---------|-----------------------------|-----------------------------|-----------------------------|
| Minimum | \$4090<br><del>\$4295</del> | \$4619<br><del>\$4850</del> | \$4878<br><del>\$5122</del> |

Effective September 16, 2013~~2015~~, the half-time (.50 FTE) one quarter salary rate on which stipends for GTFs in the bargaining unit are calculated shall be increased by ~~+5.5%~~ as follows:

|         | GTF I                       | GTF II                      | GTF III                     |
|---------|-----------------------------|-----------------------------|-----------------------------|
| Minimum | \$4151<br><del>\$4510</del> | \$4688<br><del>\$5093</del> | \$4951<br><del>\$5378</del> |

Salaries paid will be prorated according to percentage FTE of the appointment held. The minimum allowable appointment is .20 FTE for a full quarter.

**GTF I** - Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GTF II or GTF III appointment.

**GTF II** - Regularly enrolled graduate students who have a) master's degree in the same or cognate field, b) successfully completed a qualifying examination toward a doctoral degree, or c) completed 45 credit hours toward a doctoral degree and have written recommendation of the head of their major department.

**GTF III** - Regularly enrolled doctoral students who have advanced to candidacy.

Graduate students transferring from another institution who meet one of the qualifications of GTF II above at another institution and who the University deems to have equivalent experience shall be appointed at no lower than the GTF II level.

GTFs shall be advanced to the appropriate level of the salary scale at the beginning of the term immediately following that during which the criteria for advancement were met.

**Section 3.** Academic and administrative units reserve the right to pay at a higher level, so long as salary equity by level of appointment for GTFs is maintained in the department, program or administrative unit.

**Section 4.** Gross pay shall be stated in each individual GTF's *notice of appointment contract*. Monthly gross pay for full months shall be paid as stated in each individual GTF's *notice of appointment contract*. Monthly gross pay for partial months' pay shall be calculated as a fraction of the stated gross pay for full months prorated according to the ratio of working days worked ~~under~~ *within* the *contract appointment dates* and working days of the particular partial month. Each GTF shall be paid in full each payday for the month or fraction thereof of which he/she has worked and which is covered by his/her appointment in accordance with the payroll salary distribution schedule described in Section 4 below. In the event that a GTF appointed for more than one academic quarter decides not to work as a GTF in one or more

of the quarters for which the GTF has an appointment, overpayment will be returned to the University by the GTF immediately.

**Section 5.** All GTFs shall be paid no later than the last working day of each month they are employed. (See Appendix J). GTF payroll checks shall be made *by direct deposit, with the GTF's written consent, or* available after 8:00 a.m. on the last working day of each month. Pay for those GTFs who receive late appointments and whose payroll documents are consequently late in reaching the Payroll Department will be processed as soon as possible.

#### ACADEMIC YEAR APPOINTMENTS

|          |             |  |
|----------|-------------|--|
| 12 month | 7/1 - 6/30  | 12 payments                                |
| 9 month  | 9/16 – 6/15 | Sept and Jun ½ month; Oct – May full month |

#### APPOINTMENT BY QUARTER

|        |              |  |
|--------|--------------|--|
| Fall   | 9/16 – 12/15 | Sept and Dec ½ month; Oct – Nov full month |
| Winter | 12/16 – 3/15 | Dec and Mar ½ month; Jan – Feb full month  |
| Spring | 3/16 – 6/15  | Mar and Jun ½ month; Apr - May full month  |

#### TWO-QUARTER APPOINTMENTS

|               |              |  |
|---------------|--------------|--|
| Fall/Winter   | 9/16 - 3/15  | Sept and Mar ½ month; Oct – Feb full month |
| Winter/Spring | 12/16 – 6/15 | Dec and Jun ½ month; Jan – May full month  |

#### SUMMER TERM

|        |             |   |
|--------|-------------|---|
| Summer | 6/16 – 9/15 | June and Sep 1/2 month; July - Aug full month |
|--------|-------------|---|

**ARTICLE 28**  
**ABSENCES**  
*Proposed 11/26/14*

This article addresses short and long term absences due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; or bereavement. This article also applies to the birth or adoption of a new child, and to both parents if both parents are GTFs.

**Section 1. Notification**

Except as provided for in Sections 6 and 7, it is the GTF's responsibility to complete the duties assigned to him/her in a given term. If it is impossible to report for work to complete assigned duties or meet a class as scheduled, the GTF should notify his/her supervisor or other designated department faculty/staff member (e.g., department head) the day before, if possible, or by 8:00 a.m. on the day to be missed.

**Section 2. Missed Class**

In the case that the GTF will miss a class, the department may ask that the GTF attempt to find a substitute. The designated department faculty/staff member will also try to find a substitute.

Whenever possible, the GTF will provide the department faculty/staff member with information about the class to be covered (e.g., where he/she left off in the previous class).

In no instance shall a GTF be required to pay for a substitute.

If no substitute is found, the department may elect to cancel the class.

**Section 3. Missed Duties**

Except as provided for in Sections 6 and 7, for duties missed not related to a class meeting, the designated department faculty/staff member or supervisor will work with the GTF to determine when, how the work will be made up, *or FTE reduced*.

**Section 4. Departmental Policy**

Departments/employing units are required to have a GTF absence procedure documented in the GDRS. It may also be cited in the GTF/graduate student handbook, or on its website. The designated department faculty/staff member will be clearly identified in the documented procedure.

**Section 5. Coverage for Absent GTFs**

When coverage is necessary, the employing unit will notify the Graduate School and the Graduate School will advise the employing unit regarding coverage for an absent GTF.

If a GTF is assigned to cover the responsibilities of an absent GTF and those duties exceed the replacement GTF's current FTE workload allowance, the covering GTF's FTE will be adjusted accordingly. No adjustments will be made that would cause a GTF's appointment to exceed .49 FTE per term.

## Section 6. Graduate School Consultation

If a GTF is going to miss more than one work week, they must contact the Graduate School. The Graduate School will coordinate with the GTF and employing unit on any adjustment due to the GTF's absence. Prior to reducing a GTF's FTE, the following factors will be considered: (1) the duration of the absence, (2) the timing of the absence; (3) the GTF's assignment; (4) the ability of the GTF to perform assigned duties; and (5) whether or not a change in an assignment of duties is feasible. Where feasible and taking into consideration the aforementioned factors, adjustments to FTE will be applied equitably across all employing units.

## *Section 7. Graduate Student Medical and Parental Assistance Fund*

*All currently enrolled degree seeking GTFs, regardless of academic standing, will be provided access to the Graduate Student Medical and Parental Assistance Fund. For medical assistance each GTF will be eligible for any reasonable request up to \$1000 per request. For parental assistance each GTF will be eligible for any reasonable request up to \$1500 per request.*

*Reduction in FTE due to family or medical leave shall be an automatic qualifying event to receive funds. Masters degree seeking GTFs shall be eligible to receive funds 3 times. PhD degree seeking GTFs shall be eligible to receive funds 9 times.*

*At the beginning of each year, the total amount in the Fund shall be calculated and set based on \$50 per currently enrolled degree seeking UO graduate student, adjusted annually in proportion to UO campus cost of living adjustments. Up to \$50,000 in unutilized funds shall rollover each year. The committee or body administering the Fund shall include at least one GTFF appointed representative who shall be included in all decision making, meetings and communications regarding the Fund. The Fund and its administration shall be assessed biannually.*

*The GTFF shall be consulted regarding all denials of GTF requests to access the Fund. GTFs shall have a right to appeal denied requests and be accompanied by a GTFF representative in the appeals process.*

## Section 8. Family and Medical Leave

In the case that a GTF will be absent for a period of greater than five (5) consecutive working days (one week) he/she may be entitled to the Family and Medical Leave as described in this section.

### a) Eligibility

Any GTF who has been an employee of the University, as a GTF, for at least one term preceding the term in which the leave is requested is eligible for leave according to the ~~above~~ terms set forth in this section.

### b) Provision

The GTF shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve-month period for one or more of the following reasons: (1) the birth of a child and in order to care for such child; (2) placement of child with GTF for adoption or foster care; (3) the care of a spouse (or equivalent in accordance with Oregon state law), child, or parent of the GTF if a serious health condition exists; (4) a serious health condition of the GTF which makes the GTF unable to perform his or her duties. In cases where such

leave is five (5) weeks or longer in a single term, such leave may be taken in conjunction with an academic leave of absence.

c) Notice Requirement

The GTF shall provide his or her employer with written notice not less than thirty (30) days prior to the date of requested leave, if practicable. In the case of an emergency or unforeseen circumstance, the GTF must give a verbal notice to his or her employer within twenty-four (24) hours of taking leave. In the case of a serious health condition, the University may request medical verification from a healthcare provider and the GTF must provide such verification within fifteen (15) days of the request.

d) Benefits Retention

A GTF shall retain their tuition waiver and the University shall continue to pay health care premiums during the duration of the GTF's leave if the GTF remains enrolled and has or will have performed works representing a minimum of .20 .16 FTE during the term in which family and medical leave is taken. *Special dispensation shall only be made for GTFs appointed at .27 FTE or lower to maintain their tuition waiver and University contribution to health care premiums with a reduction as low as .14 FTE.* Salary compensation will be adjusted to reflect changes in FTE.

e) Job Protection

After returning to work after taking leave under these provisions, a GTF is entitled to be restored to the position of employment held by the GTF when the leave commenced, or an alternative position if the position held no longer exists. This provision will not be applicable in the case where the GTF returns in a term under which he or she did not have an ~~employment contract~~ appointment or an expectation of such a ~~contract~~ appointment with the University.

f) Academic Leave of Absence

If a GTF takes an academic leave of absence after the normal filing date for declaring on-leave status, the GTF should contact the Graduate School for assistance in obtaining a complete withdrawal for the term. GTFs who take an academic leave of absence will lose their tuition waiver. A GTF that takes an academic leave of absence can maintain health benefits by paying COBRA premiums.

**APPENDIX B**  
**LETTER OF AGREEMENT**  
**FAMILY AND MEDICAL LEAVE**

**Section 1.** Family Leave Requirement

Subject to the eligibility requirements stated in Section 4 of this Article, GTFs shall be entitled to a total of twelve (12) weeks of unpaid leave during any twelve-month period for one or more of the following reasons: (1) the birth of a child and in order to care for such child; (2) placement of child with GTF for adoption or foster care; (3) the care of a spouse (or equivalent in accordance with Oregon state law), child, or parent of the GTF if a serious health condition exists; (4) a serious health condition of the GTF which makes the GTF unable to perform his or her duties. In cases where such leave is five (5) weeks or longer in a single term, such leave may be taken in conjunction with an academic leave of absence.

**Section 2.** Notice Requirement

The GTF shall provide his or her employer with written notice not less than thirty (30) days prior to the date of requested leave, if practicable. In the case of an emergency or unforeseen circumstance, the GTF must give a verbal notice to his or her employer within twenty-four (24) hours of taking leave. In the case of a serious health condition, the University may request medical verification from a healthcare provider and the GTF must provide such verification within fifteen (15) days of the request.

**Section 3.** Job Protection and Benefits

After returning to work after taking leave under these provisions, a GTF is entitled to be restored to the position of employment held by the GTF when the leave commenced, or an alternative position if the position held no longer exists. This provision will not be applicable in the case where the GTF returns in a term under which he or she did not have an employment contract or an expectation of such a contract with the University.

A GTF shall retain their tuition waiver and the University shall continue to pay health care premiums during the duration of the GTF's leave if the GTF remains enrolled and works a minimum of .20 FTE during the term in which family and medical leave is taken. Salary compensation will be adjusted to reflect changes in FTE.

If a GTF takes leave of absence after the normal filing date for declaring on-leave status, the GTF should contact the Graduate School for assistance in obtaining a complete withdrawal for the term. GTFs who take a leave of absence will lose their tuition waiver. A GTF that takes a leave of absence can maintain health benefits by paying COBRA premiums.

**Section 4.** Eligibility

Any GTF who has been an employee of the University, as a GTF, for at least one term preceding the term in which the leave is requested is eligible for leave according to the above terms.