

ARTICLE 3 UNION RIGHTS

Section 1. The Union shall have the right to communicate at all times with its members and the members of the bargaining unit and to schedule meetings among said members without interference from University or departmental administrators, provided such actions do not interfere with the normal teaching, research, or administrative duties of Graduate Employees (GEs).

Section 2. The University agrees to include in all appointment letters a requirement that the GE consent to disclosure of certain information to the Union as a condition of employment. The GE appointment letter will also include consent to release certain information to the Union that is not a condition of employment. A model of the specific language of the consent and release that the University agrees to incorporate in GE appointment letters is set forth in Appendix A.

The University will deliver the information to the Union in accordance with the schedule set forth in Appendix A for GEs who have consented. Information about individual GEs provided to the Union by the University will be used by the Union only for the internal business of the Union and, as necessary, provided to the Union's Health and Welfare Trust for insurance administration.

Student identification numbers will be used by the Union only for matters related to payroll deduction and insurance administration. The Union agrees it will not disclose this information without express written authorization from individual GEs.

Section 3. GE representatives elected or otherwise designated by the Union to represent it for official functions shall be granted time off with pay, collectively not to exceed a total of twenty (20) days annually, to attend such functions. No more than three (3) GEs in any one department shall take such leave at the same time. The GE requesting time off shall notify the unit head in writing twenty-one (21) calendar days prior to taking such leave. In the event of an emergency and with the agreement of the unit head, a lesser period is acceptable. Leaves shall not be taken for more than five (5) consecutive days. The designated GE representative will arrange, if necessary, for a substitute acceptable to the department, or arrange to complete assigned work at another time, whichever is appropriate, at no financial cost to the University.

Section 4. The GTFF will be permitted to make a presentation at the "Teaching Effectiveness Workshop for GEs" on behalf of the Union for the purpose of identifying the organization's representation status, organization benefits, facilities, related information, and distributing and collecting membership information. This time is not to be used for discussion of labor/management disputes. The Graduate School will provide the GTFF reasonable notice of the place, time, and agenda of this workshop.

38 **Section 5.** The GTFF will be permitted to make a presentation at the Department Heads' Retreat put on
39 by the Provost's Office and at the New Faculty Orientation put on by Academic Affairs each fall. This
40 presentation shall be for the purpose of introducing attendees to GTFF representatives, making the
41 Union available to answer any questions attendees may have, and explaining the role the GTFF plays in
42 representing GEs. This time is not to be used for discussion of labor/management disputes. The
43 Graduate School will provide the GTFF with reasonable notice of the place and time of these meetings.

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45 **Section 6.** The GTFF shall be allowed at least 50 30 minutes at a campus orientation for GEs,
46 administered by the Graduate School. This presentation shall be for the purpose of introducing
47 attendees to GTFF representatives, making the Union available to answer any questions attendees may
48 have, and explaining the role the GTFF plays in representing GEs. This time is not to be used for
49 discussion of labor/management disputes. The Graduate School will provide the GTFF with reasonable
50 notice of the place and time of the Graduate School orientation. The GTFF shall be allowed at least 30
51 minutes during each department's new GE orientation, or at another mutually agreed upon time during
52 orientation week. No department or university representative shall be present during this meeting. If a
53 department does not specifically schedule GEs to attend the Graduate School orientation, the GTFF shall
54 be allowed 30 minutes at a department GE meeting.

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56 **Section 7.** The University shall maintain an accessible and up-to-date listing of any campus, department,
57 college, school, or employing unit standing committee that impacts this Collective Bargaining Agreement
58 or the terms and conditions of GE employment. The GTFF may request representation on any such
59 committee. The University shall inform the Union in writing of any unfilled positions designated for GEs
60 on any such committee. The University shall honor Union requests to fill these positions.

61 ~~The GTFF may request representation on any campus, department, college, school, or employing unit~~
62 ~~standing committee that impacts this Collective Bargaining Agreement or the terms and conditions of~~
63 ~~GE employment.~~

ARTICLE 4

DUES DEDUCTION

Section 1. Upon written request on a form to be provided by the Union, members of the Union may have regular monthly dues deducted from their paychecks. The form and any changes to it will be sent to the University for review. Final versions of the form will be determined by the Union. The Union will notify the University no later than the 15th of the month prior to the month in which any changes in regular monthly dues rate are to take effect.

Section 2. Changes in the membership list shall be provided to the University by the Union at the earliest possible time after the GE indicates that a change in membership status is desired. Notification of a change in status received directly by the University from a GE is void. The Union shall forward promptly notice of such changes to the University and shall hold harmless the University from any liability for the Union's failure to so notify. If cancellation notice is given by the member directly to the University, the University shall notify the Union promptly that such cancellation has been made.

Section 3. The University will, in the month following the deduction, send payment to the Union for the total amount so deducted accompanied by a listing identifying the members for whom the deductions are being paid.

Section 4. GEs who are Union members and who, for any reason, temporarily discontinue their status as a GE with the University shall, upon their return to University employment as a GE, be reinstated as members of the GE Union following notice provided by the Union to the University.

The University upon written authorization from the GE, will deduct voluntary contributions to the Union's COPE fund from the GE's monthly paychecks. The amount to be deducted shall be that amount designated by the GE in a voluntary written authorization. This amount is to be a continuing monthly deduction until such time as the GE requests cancellation of the COPE deduction in writing. A GE whose status as an employee is temporarily discontinued (excluding summer term), shall, upon return to University employment, complete a new COPE authorization form. The sum of all monies so deducted shall be remitted to the Union in the month following the deduction, together with a list of employees from whom the voluntary contributions were deducted and the amount deducted from each.

Section 5. The Union agrees to accept listings referenced in this Article in a format which is readily available to University Administration. Should the University encounter additional costs attributable

to a change in structural reprogramming. that expense shall be borne equally by the University and the Union. Such changes may only be requested once during the contract period.

Section 6. The Union shall indemnify and hold the University harmless from all actions taken by the University in compliance with this Article.

Section 7. The Union shall maintain documentation of Union membership for each employee who has authorized the University to deduct dues to be remitted to the Union. The documentation must include a signed membership or dues authorization card or other clear and compelling evidence that the employee has affirmatively agreed to have dues deducted by the University. By the date on which this agreement is signed, the Union shall provide digital copies of all existing signed membership or dues authorization cards to the University. Each academic term the Union shall provide to the University digital copies of all new membership cards received for that term. The Union shall notify the University immediately when a member withdraws from Union membership or revokes authorization for dues deduction.

ARTICLE 4

~~DUES DEDUCTION/FAIR SHARE~~

~~Section 1. Upon written request on a form to be provided by the Union, members of the Union may have regular monthly dues deducted from their paychecks. The form and any changes to it will be sent to the University for review. Final versions of the form will be determined by the Union. The Union will notify the University no later than the 15th of the month prior to the month in which any changes in regular monthly dues rate and or the fair share fee rate are to take effect.~~

~~Section 2. Changes in the membership list shall be provided to the University by the Union at the earliest possible time after the GE indicates that a change in membership status is desired.~~

~~Notification of a change in status received directly by the University from a GE is void. The Union shall forward promptly notice of such changes to the University and shall hold harmless the University from any liability for the Union's failure to so notify. If cancellation notice is given by the member directly to the University, the University shall notify the Union promptly that such cancellation has been made.~~

~~Section 3. The University will, in the month following the deduction, send payment to the Union for the total amount so deducted accompanied by a listing identifying the members for whom the deductions are being paid.~~

~~Section 4. The University agrees to deduct monthly Fair Share fees from the paychecks of those employees who have not authorized dues deductions per Section 1. The amounts to be deducted shall be certified to the University by the Treasurer of the Union, provided that the Fair Share fees shall not exceed regular Union monthly dues.~~

~~Section 5. The GTFF shall maintain guidelines for Fair Share payers. These guidelines shall include information on Fair Share rebates to which Fair Share payers may be entitled. The University shall be provided with a copy of the guidelines and shall be notified immediately of any changes in the guidelines. GEs shall be provided a copy of the guidelines immediately upon request.~~

~~Section 6. GEs who are Union members and who, for any reason, temporarily discontinue their status as a GE with the University shall, upon their return to University employment as a GE, be reinstated as members of the GE Union following notice provided by the Union to the University.~~

~~The University, upon written authorization from the GE, will deduct voluntary contributions to the Union's COPE fund from the GE's monthly paychecks. The amount to be deducted shall be that amount designated by the GE in a voluntary written authorization. This amount is to be a continuing monthly deduction until such time as the GE requests cancellation of the COPE deduction in writing. A GE whose status as an employee is temporarily discontinued (excluding summer term), shall, upon return to University employment, complete a new COPE authorization form. The sum of all monies so deducted shall be remitted to the Union in the month following the deduction, together with a list of employees from whom the voluntary contributions were deducted and the amount deducted from each.~~

~~Section 7. The Union and the University agree that the rights of non-association of any employee based on bona fide religious objections shall be protected in accordance with applicable state law.~~

~~Section 8. The University shall remit in the month following the deduction the aggregate deduction of Fair Share fees in lieu of dues amounts, together with a listing identifying the employees for whom the deductions are made.~~

~~Section 9. The Union agrees to accept listings referenced in this Article in a format which is readily available to University Administration. Should the University encounter additional costs attributable to a change in structural reprogramming, that expense shall be borne equally by the University and the Union. Such changes may only be requested once during the contract period.~~

~~Section 10. The Union shall indemnify and hold the University harmless from all actions taken by the University in compliance with this Article.~~

ARTICLE 5

UNION USE OF FACILITIES

Section 1. The Union shall have the right to use University facilities for meetings and to use other University services on the same basis as other employee organizations or student groups. Where fees are normally assessed for use of services and facilities, the Union will be required to pay such fees to the University at student group rates.

Section 2. The University shall designate a prominent space on existing bulletin boards in each department in which GEs are employed, for the use of the Union for posting notices and information related to Union activities. University personnel shall not be responsible for and shall refrain from posting or removing such notices from such designated space.

ARTICLE 8

NONDISCRIMINATION

Section 1. The University ~~affirms upholds~~ its dedication to the principles of equal opportunity and freedom from unlawful discrimination; as such, the University will not discriminate nor tolerate discrimination. ~~on the basis of race, color, creed, ethnicity, ancestry, religion, gender, gender identity, gender expression, sex, age, national origin, marital status, sexual orientation, disability including HIV antibody status, domestic partnership status, familial status including parental status, pregnancy, veteran status, membership or non-membership in, or activity on behalf of or in opposition to, the Union, or any other extraneous considerations, not directly and substantially related to effective performance.~~ Unlawful discrimination includes unlawful sexual harassment.

Section 2. The University and the Union agree to abide by federal and state laws and regulations for affirmative action in all terms and conditions of employment.

Section 3. Definition of Discrimination. Any of the following constitute "discrimination":

- a. To discharge, or otherwise to act against an individual when the act arises from or on the basis of race, color, creed, ethnicity, ancestry, religion, gender, gender identity, gender expression, cultural expression, personal appearance, sex, age, national origin, marital status, sexual orientation, disability including HIV antibody status, domestic partnership status, familial status including parental status, pregnancy, veteran status, membership or non-membership in, or activity on behalf of or in opposition to, the Union, or any other extraneous considerations, not directly related to effective performance.
- b. To limit, segregate, or classify a GE in a way that deprives or tends to deprive them of an employment opportunity or otherwise adversely affects the employment status of a GE on the basis of any of the categories listed in Section 3a.
- c. Sexual harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature under the following conditions:
 - i. submission to or rejection of the conduct or communication by an employee is used as a factor in decisions affecting their employment; or
 - ii. the conduct or communication has the purpose or effect of interfering with an employee's employment, or creating an intimidating, hostile, or offensive employment environment.
- d. Harassment. "Harassment" means conduct by a University of Oregon employee, student, or volunteer, directed toward a GE that arises from or is related to the GE's status or function as a GE and that includes, but is not limited to, repeated or continuing unconsented contact or repeated verbal abuse, threats, or intimidation that interferes with the GE's ability to perform their job duties, that would cause a reasonable individual to suffer emotional distress and that causes the victim to experience emotional distress.

39 Section 4. The University shall take concrete steps in response to any of the forms of discrimination
40 described in this Article in accordance with federal and state law, University policy, and other provisions
41 of this Collective Bargaining Agreement such as the process outlined in Appendix D.

ARTICLE 9

WORK AGREEMENT/WORK ASSIGNMENT

Section 1. The University reserves the right to assign GEs those duties and responsibilities that best meet the needs of the institution based upon the qualifications and abilities of the GE. Specialized courses, upper division courses, and those courses not traditionally assigned to GEs will be assigned only after a review of the qualifications of the GEs. GEs will be consulted regarding the suitability of the assignment.

Section 2. Each hiring unit shall ~~endeavor to~~ apprise teaching GEs of available course assignments at least ~~five~~ ~~four~~ weeks prior to the start of classes, to afford the GEs an opportunity to indicate their preference of assignments.

Section 3. Course assignments for the following academic year shall be offered to GEs in a timely fashion to allow for adequate preparation. To facilitate adequate course preparation, each hiring unit shall apprise teaching GEs of course assignments at least ~~three~~ ~~two~~ weeks prior to the start of classes, including the provision of assigned syllabi where applicable. International GEs and GEs with disabilities shall be apprised at least five weeks prior to the start of classes. Shorter notice may be necessary due to circumstances including, but not limited to, changes in the courses or course sections being offered, unexpected variations in student enrollment, schedule conflicts, or changes in the availability of staff.

When unexpected variations in student enrollment occur requiring the addition or deletion of course sections, assignments may be changed after students register for classes. An effort shall be made to avoid conflicts between the GE's course schedule and their GE assignment.

If course assignments offered in writing are subsequently changed, the hours spent in preparation for the original assignment shall be credited for the purpose of determining workload. If within the year the assignment for which preparation credit was assessed is offered to the GE, the credited time will again be included in the workload. In no instance will more than twenty-four (24) hours be so credited—or deducted—in any given term. A GE may not be asked to perform more than twenty-four (24) hours of such preparatory work unless otherwise designated in a Workload Allocation Form.

Section 4. A GE has the right to a clear statement of duties that outlines the GE's participation in the academic process. At the time of the appointment offer, each department or administrative unit shall provide the graduate student with written instructions on how to access the department or administrative unit's General Duties and Responsibilities Statement and advise GEs of the availability of workload allocation forms for use as provided in Section 5 of this Article. A GE may request a meeting with their supervisor or department head to obtain clarification of their duties and responsibilities. The department or employing unit will orient the new GEs to resources utilized to fulfill the appointment at the beginning of each quarter.

Section 5. The University encourages GEs and their supervisors to communicate as needed concerning the GE's work assignment to ensure that GEs receive appropriate guidance and supervision.

Each department or employing unit will provide a workload allocation form for voluntary use by GEs and their supervisors. The purpose of the workload allocation form is to foster clear communication and transparency of expectations. The workload allocation form will identify the specific work duties that comprise the GE's assignment and the anticipated amount of time the GE will spend on each specified work duty. It may be revised by the GE and the GE's supervisor as needed throughout the GE's appointment. If a supervisor and GE use the workload allocation form, the supervisor shall be available to discuss potential revisions of the workload allocation form. If the form is used, the GE will be provided a copy of each completed workload allocation form and any revisions to the workload allocation form.

A variance or deviation from the allocated amount of time for each specific work duty does not constitute a violation of this Agreement and may not be grieved. However, GEs are encouraged to notify their supervisors as soon as is practicable during the academic term if they anticipate their total work assignment will exceed their FTE. A Union representative shall be allowed to attend a meeting between the GE and the GE's supervisor for the purpose of reviewing the GE's workload allocation form to determine whether the GE's specific work duties will result in the GE working in excess of the GE's assigned FTE.

Within three months (one term) of the end of an assignment, the GE has the right to make recommendations about the workload allocation for their specific work assignment(s).

Recommendations may be submitted in writing, or the GE may request to meet with their supervisor or other department representative to provide the recommendations verbally.

Subject to the limitations provided for under state and federal law, including, but not limited to, the Family Education Rights and Privacy Act, all recommendations submitted in writing by a GE or supervisor and any workload allocation form voluntarily submitted to the employing unit by a GE or supervisor will be retained by the Employing Unit for no less than four years and will be made available to any GE in the unit upon request.

Section 6. Each department or employing unit will prepare a General Duties and Responsibilities Statement (GDRS) describing the conditions under which GE assignments are made. [GDRS documents shall be updated and revised annually in consultation with at least two GE representatives from the department.](#) The GDRS shall include the following information:

a) A general description of the job requirements.

b) The supervisory individual who shall oversee the implementation of the GDRS.

- c) Availability of Graduate Employee appointments in the department.
- d) Eligibility requirements and application process for appointments.
- e) Appointment and reappointment process.
- f) Workload and work assignment information.
- g) Health and safety information, including any training requirements, use of required personal protective equipment, accident reporting and workers compensation coverage if substantially different from the health and safety information provided in Article 10, Section 2 and if not covered in more depth in a safety manual.
- h) Requirements for satisfactory progress towards graduate degree. These criteria must be as specific as reasonably possible and must include objective measures (e.g., GPA, limits on the number of incompletes, and deadlines and/or timelines for passing qualifying exams or proposing one's thesis).
- i) Discrimination Grievance Procedures: To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online (<http://aaeo.uoregon.edu/booklet.html>). The AAEO will encourage all GEs attempting to file an employment-related discrimination complaint to contact the GTFF.
- j) GE absence procedure or reference to where this procedure is documented.

The GDRS of each department or employing unit shall include health and safety information or the department shall properly train GEs on health and safety duties and responsibilities and provide up-to-date safety information in a written document available to GEs.

Work load and/or work assignment information shall include course attendance requirements, office hour expectations, registration duties, grading, preparation, meeting with supervisors and/or co-

workers, safety training, and any other duties included in the GE work assignment for both academic year and summer term appointments.

Except by mutual agreement of UO and the GTFF, GDRS revisions shall be submitted to the Graduate School by May 15 of each year. A copy of the revised GDRS will be forwarded to the GTFF.

Section 7. The Graduate School will make the GDRS available on its website in an easily accessible, electronic format by August 15 of each year. The copy of the GDRS contained on the Graduate School website shall be considered the master copy, and any electronic or non- electronic distribution of the GDRS must be made from this copy. The Graduate School should maintain and allow access to copies of out-of-date GDRSs for the prior eight (8) years. At the time of hire, GEs shall be provided with instructions on how to access the department's GDRS. In addition, hiring departments shall educate GEs of the existence and content of the department GDRS, and how to access it at the start of each GE appointment. A physical copy of the GDRS shall be posted prominently in the department office or another conspicuous location. A GE may request a meeting with their supervisor or department head to obtain clarification of their duties and responsibilities. The department or employing unit will orient the new GEs to resources utilized to fulfill the appointment at the beginning of each quarter.

Section 8. In accordance with Article 34, the GTFF will be responsible for distribution of the current collective bargaining agreement to GEs.

Section 9. GEs who will be required to be at work during periods of academic recess, except during registration period, shall be given no less than thirty-five (35) calendar days' written notice. GEs required to work at special events, conferences, attend retreats, assist in language fairs or perform other similar non-routine activities shall be given fifteen (15) calendar days written notice. When such activities require travel, GEs are eligible for reimbursement and per diem in accordance with prevailing rates. In the event of an emergency, and with the mutual agreement of the GE and the unit head, a lesser notice period can be arranged. If timely notice is not given and the GE refuses to work during these activities, disciplinary sanctions will not be imposed. When possible, departments and programs will hold meetings at which GE attendance is required during regular workday hours rather than at night or on weekends.

Section 10. In recognition of the variable or flexible schedules associated with many research projects, GEs with 12-month or 9-month research appointments shall have the right to take up to ten (10) days of leave of leave which may be contiguous during their appointment year, provided the procedures outlined in this section are followed. Such leave shall not reduce or otherwise interfere with the GE's obligation to fulfill the hours required of their assigned FTE. This provision does not apply to time off for academic employee holidays, research schedule permitting, unless these holidays fall within the period of ten (10) contiguous days for which leave is being requested.

Leave dates and duration will be decided by mutual agreement between the GE and the supervisor as the research schedule permits. To assure adequate consideration, a request for such a leave must be made in writing, either electronically or in hard copy, to the supervisor at least two (2) weeks in advance of the beginning of the leave. If mutual agreement cannot be reached, the GE shall have the right to time off during the last ten (10) days of their appointment contract, provided the GE submits a signed document to the employing unit attesting that all FTE requirements have been fulfilled.

This document must be submitted two (2) weeks prior to the expiration of the appointment. This section does not preclude the customary informal arrangements between the research GE and supervisor to accommodate other absences, as long as the GE fully meets the duties and responsibilities associated with the assigned FTE for the position.

~~Section 11. The parties acknowledge that academic programs are primarily responsible for graduate education of which pedagogy, the relation of culture to disciplinary and interdisciplinary research, and the use of equipment, libraries, and other research tools are essential parts and are, as such, outside the scope of this Agreement. As such, we also acknowledge that departments are responsible for ensuring that GEs who are expected to teach using specific software programs or equipment are trained in the use of those programs and equipment. However the employer will provide GEs with specific information and training related to their employment at the University as described in Section 12 of this Article.~~

~~Section 12. All GEs shall complete four (4) hours of required employment training by the University during the academic term in which the GE begins their first GE appointment. The training will address but will not be limited to:~~

- ~~a) Achieving an inclusive work environment including: cultural competency, equity and inclusion, disability access, issues of mental health, etc.,~~
- ~~b) Discrimination and sexual harassment policies including: GE reporting obligations, the ADA, Title IX, etc.,~~
- ~~c) Other employee related policies and procedures including: sick leave and time and hour reporting, and~~
- ~~d) General employment information including: information about services, programs, and offices that would be useful to GEs in their roles.~~

184 ~~The four (4) hours of mandatory training will be compensated by a stipend equivalent to four (4) hours~~
185 ~~of pay at the GE level I minimum rate. The parties agree that four (4) hours of training accounts for no~~
186 ~~more than 0.09 FTE and in no case shall the GE's FTE exceed 0.50 due to the training.~~

ARTICLE 17

APPOINTMENT/REAPPOINTMENTS

Section 1. The University appoints GEs after consultation with departments, schools, and colleges, who make recommendations from among a pool of eligible candidates within their unit. Graduate students have the right to apply for GE positions in all departments or employing units. There can be no limits on the number of GE positions for which a graduate student may apply.

Each department and employing unit that appoints GEs shall have a standing committee, made up of at least three members at least one of whom shall be a GE, to evaluate GE applications. The standing committee shall rank applicants and shall base rankings and appointments and reappointments on written criteria for selection. These criteria should address issues such as:

- a) who is eligible for appointment and how applicants are ranked (e.g., in-department vs. out-of-department students, Master's vs. Doctoral students, initial year vs. continuing students, etc.);
- b) what weight is given to previous experience in teaching (in the department or in other departments or institutions);
- c) if continuing appointments are possible, what evaluative factors are used (e.g., if previous GE performance is deemed relevant, how is it to have been evaluated; are academic records as student being used, etc.).

The above are meant to be exemplary rather than mandatory. The intent is that candidates shall be given clear information concerning the framework in which their applications are being considered.

When making a GE hiring decision, an employing unit may not select a particular candidate on the basis that costs associated with that candidate's benefits (e.g., tuition, insurance) will cost the unit less than those of other candidates.

Each department and employing unit must maintain GE search records (including applicant rankings) in accordance with the University's personnel records retention schedule. In the event of a grievance related to hiring procedures, this information, redacted in accordance with the *Family Educational Rights and Privacy Act* (FERPA), will be made available to the University and the Union.

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36 Appointment decisions shall be made by the standing committee of the department and shall not be
37 made for arbitrary or capricious reasons. In choosing among candidates, strong consideration may be
38 given to the student's potential in the proposed academic program. Because of this, in academic
39 departments, priority may be given to candidates enrolled in that department's program(s).

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41 While appointment or reappointment criteria may include the recommendation of the person who will
42 act as the GE's supervisor, the committee must give substantial consideration to the other appointment
43 or reappointment criteria.

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45 If a department or employing unit does not offer a reappointment on the basis of less than satisfactory
46 academic progress toward the degree, the department/unit must inform the student of this in writing,
47 citing the criteria for satisfactory academic progress that have not been met.

48 Graduate students may grieve departmental decisions related to satisfactory progress through the
49 University's graduate student academic grievances procedure.

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51 As described in Article 9, each potential GE shall receive the written appointment or reappointment
52 criteria at the time of application.

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54 The University will offer graduate teaching fellowships to graduate students by sending letters of
55 appointment stating the terms of the appointment, including the duration, monthly rate, percent of FTE
56 and level. GEs accept the appointment by sending the signed letter of appointment back to the
57 University. For purposes of Section 3, the GE's acceptance is valid on the date it is received by the
58 University. The University shall endeavor to educate all departments and employing units on the proper
59 procedure for making offers of employment to Graduate Employees and discourage the practice of
60 presenting informal offers of employment as guaranteed.

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62 At the time of the appointment offer, each department or administrative unit shall provide the graduate
63 student with written instructions on how to access the department or administrative unit's General
64 Duties and Responsibilities Statement.

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66 Hiring units and GEs shall both endeavor to complete and sign letters of appointment and other
67 necessary hiring paperwork in a timely manner.

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The University agrees to post all GE job openings for positions in non-academic or administrative units and out-of-department positions with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources.

Section 2. No appointment shall create any automatic right, interest or expectation in any other appointment beyond its specific terms. Priority will be given to ensuring GEs will be are employed year-to-year rather than term-to-term, and split appointments between different courses, labs, or other assignments will be avoided whenever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position. Employing units are encouraged to appoint full academic year (fall, winter, spring) appointments whenever feasible. Each department and employing unit in which there is a possibility that GEs will be reappointed shall include reappointment criteria in their written criteria for appointment (see Section 1).

Section 3. An appointment may be rescinded by the employing unit within ten (10) calendar days of issuance of the offer unless payable work is requested by the University and performed by the GE. All offer letters must clearly state in bold font on the first page that there is a ten (10) day rescission period. Once an appointment of a GE has been accepted and the rescission period has passed, it may not be rescinded or reduced except for good cause shown. The duration of a GE appointment is limited to a maximum period established by policies published in the GDRS governing GE reappointments in the department or school, contingent on satisfactory academic progress, the availability of funds and positions, and providing that the definition of the position does not substantially change. Nothing in this section shall preclude the University or employing unit from pursuing discipline or discharge of a GE as outlined in Article 16.

Section 4. Departments and programs will give priority to GE appointments. All graduate students employed by the University at .2 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader), or administrative duties will be awarded a Graduate Employee appointment, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of new GE position. This section also applies to the hiring of undergraduate students or other non-salaried hourly workers to positions appropriate for GEs.

Nothing in this article is intended to limit appropriate educational opportunities for Undergraduates.

Section 5. Subject to the offer and acceptance method described in Section 1 and the rescission period described in Section 3, years of funding offered by a department or employing unit detailed in admission or appointment notices sent to new hires and any subsequent offers of funding shall be binding and may not be reduced or rescinded except for good cause shown including the GE's poor performance, discharge under Article 16, or ineligibility for an appointment due to unsatisfactory academic progress.

ARTICLE 19

SUMMER TERM

Section 1. Graduate students who do not require academic credit to satisfy program or degree requirements, or who find that needed or required courses are not offered in summer term, may be appointed to summer term GE positions. Those who receive such summer GE appointments are exempt from the graduate credit enrollment requirement of Article 23.

Section 2. The workload or FTE for summer term appointments will be specified in the summer section GDRS (see Article 9, Section 4). During the summer term, GEs may be appointed on overload at an FTE level that exceeds .49 with the approval of the Dean of the Graduate School. The University will endeavor to make equivalent appointments throughout the University for comparable summer assignments. This agreement establishes minimum pay levels, but not the maximum pay levels that Departments or employing units may pay GEs during the summer term.

Section 3. During the summer term GEs shall be compensated in the same manner as they are during the three other terms (see Article 23, Section 1).

Section 4. Recognizing the variability of summer course registration, employing units may take the following steps to establish summer appointments:

- a) Ask GEs to indicate interest in summer work at any time during the academic year.
- b) Issue a "tentative summer offer," if they believe work will be available during the summer, which can be made contingent on sufficient enrollment in a course or sufficient funding for non-instructional work.

Tentative summer offers can be rescinded without penalty up to four weeks prior to the start of the summer session in which the work is scheduled to commence. If a tentative offer is rescinded later than four weeks prior to the start of the summer session in which the work is scheduled to commence, the GE will be entitled to a payment of \$300.00 in consideration of work performed preparing for the assignment.

Except in extraordinary circumstances, offers of summer appointment shall be issued no later than one week prior to the start of the summer session in which the work is scheduled to commence.

The rescission of accepted offers of summer appointment is governed by Article 17.

Section 5. Summer Tuition Waiver: Tuition waivers will apply to the summer term for all classes that will be used to meet requirements for the degree (excluding those with irregular fees) for GEs who have:

- a) fiscal year appointments (i.e., one appointment for July 1-June 30);
- b) appointments in any two quarters of the preceding academic year; or
- c) summer term appointments.

Section 6. Summer Fees Waiver: The University shall be responsible for paying all summer fees GEs shall be responsible for paying sixty-five percent (65%) of summer fees associated with enrollment in classes used to meet requirements for the degree, as provided for in Section 5.

Section 7. GEs shall be responsible for all summer fees associated when enrolled solely in classes not meeting requirements for their degree.

Section 8. Graduate employees who were employed during at least one term during the preceding academic year shall have access to the UO Student Recreation Center, University Counseling Center, and UO Health Center during the summer term at no cost.

Section 7. Each May, the contract administrator will send a notice to all current GEs and a notice to all GE hiring units outlining the major provisions of this article and reminding notice recipients that GEs are allowed to enroll for summer term and will receive the summer tuition waiver as outlined in this article. Employing units, advisors, and supervisors shall not discourage GEs from summer enrollment or from accessing any other contractual benefit.

Section 8. Any Graduate Employee who received an appointment for at least one term during fall, winter, or spring terms, will receive a stipend the following summer term in the amount of \$1500.00 for each term of the regular academic year they held a GE appointment. This stipend shall be disbursed on the final day of June each year.

Section 9. Summer childcare provided by University-affiliated childcare centers shall remain at regular academic year tuition levels for GEs appointed during at least one term of the previous academic year and who will be continuing their academic program in the ensuing fall term.

ARTICLE 22**SALARY**

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

Workloads for GEs shall be prorated on the percentage basis of FTE. For example, a GE 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	<u>AVERAGE HOURS PER WEEK</u>	<u>15% OF HOURS PER QUARTER</u>
0.20	88	<u>8</u>	<u>13.2</u>
0.30	131	<u>12</u>	<u>19.7</u>
0.40	175	<u>16</u>	<u>26.25</u>
0.50	219	<u>20</u>	<u>32.9</u>

Section 1a. During the academic year, minimum FTE assignments of GEs 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 GEs 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 or 5 credit classes - minimum .49 FTE appointment

For four- or eight-week courses during the summer session, minimum FTE appointments of GEs 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. GEs are encouraged to notify their supervisors at any time during the quarter if their GE assignments require hours in excess of assigned FTE.

Section 1c. GEs 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 GE and the supervisor in advance of such an assignment.

Section 2. Effective September 16, ~~2016-2019~~, the half-time (.50 FTE) one quarter salary rate on which stipends for GEs in the bargaining unit are calculated shall be increased by ~~3.5%~~ 9.5% as follows:

	GE I	GE II	GE III
Minimum	\$4,736 <u>5,565</u>	\$5,350 <u>6,287</u>	\$5,649 <u>6,639</u>

Effective September 16, ~~2017-2020~~, the half-time (.50 FTE) one quarter salary rate on which stipends for GEs in the bargaining unit are calculated shall be increased by ~~3.5%~~ 9.5% as follows:

	GE I	GE II	GE III
Minimum	\$4,902 <u>6,094</u>	\$5,537 <u>6,884</u>	\$5,847 <u>7,270</u>

Effective September 16, ~~2018-2021~~, the half-time (.50 FTE) one quarter salary rate on which stipends for GEs in the bargaining unit are calculated shall be increased by ~~3.7%~~ 9.5% as follows:

	GE I	GE II	GE III
Minimum	\$5,083 <u>6,673</u>	\$5,742 <u>7,538</u>	\$6,063 <u>7,960</u>

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

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

GE 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.

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

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

GEs 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 GEs is maintained in the department, program or administrative unit.

Section 4. Gross pay shall be stated in each individual GE's notice of appointment. Monthly gross pay for full months shall be paid as stated in each individual GE's notice of appointment. 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 within the appointment dates and working days of the particular partial month. Each GE shall be paid in full each payday for the month or fraction thereof which they have worked and which is covered by their appointment in accordance with the payroll salary distribution schedule described in Section 4 below.

In the event that a GE appointed for more than one academic quarter decides not to work as a GE in one or more of the quarters for which the GE has an appointment, overpayment will be returned to the University by the GE immediately.

Section 5. For GEs classified as salaried non-exempt, the overtime rate of pay of 1.5 times their hourly rate shall be calculated by Payroll in the same manner in which they calculate overtime for other salaried non-exempt employees. Currently, Payroll calculates the hourly rate and overtime rate on a weekly basis.

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	Sep 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	Sep 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 ½ month; July - Aug full month
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Section 6. Upon receipt of a written request from a GE, the University shall release their monthly salary in two equal installments. The first installment shall be released on the 15th of each month and the second on the last day of each month.

ARTICLE 23

TUITION WAIVER

Section 1. GEs appointed at .20 FTE and above are exempt from payment of tuition and of fees for self-support courses that are required for the completion of the degree for up to 16 credit hours taken in any quarter to which the appointment applies. With the permission of the University, a GE may be permitted to exceed the quarter limitation on credit-hour enrollment. The current overload instruction fee will be assessed for such excess hours as set forth in the Board of Trustees of the University of Oregon Policy on Tuition, Mandatory Enrollment Fees and Other Charges, Fines and Fees. Instructional fee waivers will apply to the summer term under the conditions outlined in Article 19, Section 6.

Section 2. For the duration of this contract, university-wide mandatory student body fees for GEs appointed at .20 FTE and above will be paid as follows:

University Responsibility	University-wide mandatory fees, including but not limited to building fee, health service fee, Recreation Center fee, Recreation Center bond, EMU bond, and all but \$61 of the incidental fee each term; the matriculation fee for those GEs whose first term as GEs is the term in which they matriculate; any individual college/school resource fee, and course fees not described in the University fee book (see also "GE Responsibility").
GE Responsibility	\$61 of the incidental fee and approved laboratory or course fees as described in the University fee book (i.e., "fees related to equipment, materials or ancillary services consumed by the student as part of course instruction where the equipment or material is not readily available for purchase through the bookstore or other external source.") and governed by university policy.

The University will notify the GTFF four (4) weeks in advance of public hearings regarding changes to fees, including course fees, to facilitate GTFF input to this process.

Section 3. With the exception of fees for self-support courses that are not required for the completion of the degree, GEs will be exempt from payment of tuition (and self-support course fees) for classes

offered at times when regularly scheduled classes during the academic year are not in session. Credit hours earned during such classes will not apply toward either the 16-credit maximum (Section 1) or the nine-credit minimum (Section 4).

Section 4. In the administration of the above policy, GEs shall be required, as a term or condition of employment, to enroll for and maintain a minimum of nine (9) graduate credit hours toward the degree throughout the term but shall not be required to exceed that minimum. Notwithstanding this requirement, a GE's minimum workload may be subject to reasonable accommodations as provided by the Accessible Education Center, which may consult with the Graduate School and GE's program, as appropriate. Nothing in this contract will preclude an academic advisor from recommending additional hours as appropriate for the student's academic program.

Section 4a. Graduate students who do not require academic credit to satisfy program or degree requirements, or who find that the needed or required courses are not offered in summer session, may be appointed to summer GE positions. Those who receive such appointments are exempt from the graduate credit enrollment requirement.

Section 5. Nothing in this article shall be interpreted to restrict the Board of Trustees of the University of Oregon in any manner in the exercise of the Board's authority to establish instructional fees.

Section 6. For those GEs who pay a SEVIS fee to attend their current graduate program at the University of Oregon and who are employed as GEs in the term in which they matriculate in their current graduate program, the SEVIS fee paid by the GE will be reimbursed upon request and proof of payment unless that fee has already been paid or reimbursed by another source.

Instructions on how to obtain a reimbursement will be posted on the Graduate School website. [All international GEs shall be informed and educated of this benefit.](#) GE hiring units will provide a link to this information to all international GEs.

[Section 7. Family members of all GEs shall be eligible for full tuition benefits consistent with the Staff Tuition Benefits policy and shall have full access to career development services.](#)

ARTICLE 24

HEALTH INSURANCE

Section 1a. All GEs employed at .20 FTE and above are eligible for health insurance premiums outlined in this article. In addition, all GEs employed Spring Quarter who are continuing in their graduate program and who pay their portion of the premium by the end of the grace period for summer payment are also eligible for summer health insurance as outlined in this article. GE and University contributions are outlined in the schedule found in Appendix E.

Section 1b. The University will make lump sum health insurance premium payments (excluding administrative costs as described in Section 5) to the GTFF Health and Welfare Trust (hereinafter referred to as the GTFF Trust) for the purchase of health insurance by the GTFF Trust.

Each lump sum payment will be paid to the GTFF Trust within 30 days of receiving the list of all eligible GEs enrolled in the health insurance plan from the GTFF Benefits Administrator.

During Fall, Winter, Spring and Summer terms, for those with GE appointments, the University will contribute 95100% of their health insurance premium costs. ~~GEs in each enrollment category (as detailed in Appendix E) will contribute 5% of the quarterly premium for their selected coverage.~~ During the term of this agreement, the University shall be responsible for 95100% of premium increases only to maintain the current level of benefits. The University shall not be responsible for premium increases associated with non-negotiated expansion of current benefit levels.

Both the GTFF and the University will encourage the GTFF Trust to revise benefits to keep total premium increases below 10% whenever feasible.

The GTFF and the University will instruct the Trustees of the GTFF Trust that any return of premium overpayments and any premium credits received from or credited to the GTFF Trust by an insurer shall be applied in accordance with the Health and Welfare Trust Agreement.

For students without summer GE appointments who are eligible for insurance outlined in Section 1a above, the University will contribute 80100% of premiums. ~~Students in each enrollment category (as established in Appendix E) will contribute 20% of the quarterly premium for their selected coverage.~~

~~Section 2. LOAN FUND and PAYROLL DEDUCTION. The University will allow GEs the ability to borrow the difference between GTFF Health Plan insurance premium costs and the University's health insurance contribution for each year to pay for the remainder of each GEs premium cost needs. All GEs will be eligible for this loan, which will be repaid to the University by means of payroll deduction. If no payroll deduction is available, GEs will be billed for repayment of outstanding loan balances. Failure to repay loans in a timely manner may result in termination of appointment, blocking of registration and/or disenrollment, late payment fees, and interest. GEs must reapply for the health insurance loan at the beginning of a term in order to receive insurance coverage using the insurance loan fund and payroll deduction. A GE must have an appointment in the term in which they apply for the loan. All insurance premium amounts loaned by the University to GEs who have enrolled in the GTFF Health Plan will be included in the University's Fall term lump sum payment to the GTFF Trust.~~

~~Section 32.~~ The GTFF Trust is solely responsible for the administration of any health care plan it offers. The GTFF will recommend to the Trust that the GTFF Trust Board of Trustees give voting rights to the member appointed by the University administration.

~~Section 43.~~ The University will contribute ~~ninety-four~~ one hundred and ten thousand dollars (\$~~94,000~~\$110,000) to cover the costs of health insurance administrative services incurred by the GTFF Trust, including students receiving coverage through COBRA and training grants, for each fiscal year through the end date of the current collective bargaining agreement. This fee will be paid on September 16 or the closest business day.

~~Section 54.~~ GEs on nine-month appointments who were employed during the Spring term and who have accepted an appointment for the following Fall term shall, ~~upon payment of the appropriate fee,~~ retain access to the services of the Student Health Center during the Summer term. Such GEs are exempt from payment of fees associated with use of the Student Health Center during the Summer term.

ARTICLE 25

Family Issues GE Position AMINISTRATIVE, EQUITY, AND INCLUSION GE POSITIONS

~~Section 1. The University agrees to fund the following 0.49 FTE GE positions to work on family issues. The GTFF and the University will determine the job description and the duties for these GE positions. To gather information on GTFF needs and available child care subsidies, the person in this position will represent the GTFF on the University's Child Care and Family Support Committee. The persons in these positions will report quarterly to the President of the GTFF and the Dean of the Graduate School. Section 1. The University agrees to fund one 0.49 FTE GE position to work on family issues. The GTFF and the University will determine the job description and the duties for this GE position. To gather information on GTFF needs and available child care subsidies, the person in this position will represent the GTFF on the University's Child Care and Family Support Committee. The person in this position will report quarterly to the President of the GTFF and the Dean of the Graduate School~~

- a. Family Issues GE. To gather information on GTFF graduate student needs and available child care subsidies, the person in this position will represent the GTFF on the University's Child Care and Family Support Committee.
- b. LGBTQIA+ Issues GE. To gather information on graduate student needs and available resources for LGBTQIA+ related health and support issues. The person in this position will work within the Office of the Dean of Students on issues related to the University's LGBT Education and Support Services and the University Health Center's LGBTQIA+ Services.
- c. Mental Health GE. To gather information on graduate student needs and available mental health related services. The person in this position will research mental health issues specific to graduate students and advocate for graduate student needs with the University Health Center Mental Health Services.
- d. Diversity and International Issues GE. To gather information on the needs of graduate student of underrepresented identity groups and international graduate students, the person in this position will assist the Center on Diversity and Community (CoDaC) and represent the GTFF on the Equity, Inclusivity, and Diversity committee.
- e. Transgender Support GE Position. To focus on support for transgender people within the broader LGBTQIA+ campus organization. In order to gather information on graduate student needs, as well as organization and disseminate current trans- support resources, the person in this position will represent the GTFF on the University's Equity, Inclusion, and Diversity committee.
- f. Survivors Support and Non-Discrimination GE Position. To act as liaison between the University and the GTFF in order to lessen the potential academic impacts due to increased personal and

legal matters and support the mental health and well-being of survivors and victims of violent or sexual harassment. The GTFF and the University will determine the job description and the duties for this GE position. These duties should include at minimum the following:

- i. Confidential communication with graduate students for the purposes of determining best channels and means of assistance
- ii. Discrete communication with Department Heads, advisors, legal counsel and any other staff or administrative person conditioned by the approval of relevant graduate students for academic or legal support purposes
- iii. Assisting graduate students in obtaining safe housing and/or facilitating the process of returning the work environment to a safe state
- iv. Advocating for the rights of GEs to work in a safe, discrimination- and harassment-free environment
- v. Communicate on a regular basis with administrative staff from the following University programs: Crisis Intervention and Sexual Violence Support Services, Task Force to Address Sexual Violence and Survivor Support, University Counseling Center and Student Survivor Legal Services to ensure that survivors and those subjected to harassment are being properly informed of the services provided by this GE.

ARTICLE 29

PAID AND UNPAID ABSENCES

This article addresses short and long term absences due to personal illness, injury, medical appointment or procedure, ~~or~~ other disabling medical condition, [or exposure to inappropriate behavior as defined in other relevant Articles of this Agreement](#); 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 GEs.

Section 1. Notification

Except as provided for in Sections 6, 7, and 8, it is the GE's responsibility to complete the duties assigned to them in a given term. If it is impossible to report for work to complete assigned duties or meet a class as scheduled, the GE should notify their supervisor or other designated department faculty/staff member (e.g., department head) as early as possible and before the first assigned duty on the day to be missed.

Section 2. Missed Class

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

Whenever possible, the GE or their designee will provide the department faculty/staff member with information about the class to be covered (e.g., where they left off in the previous class). In cases where the absence is taken pursuant to Section 8, [or exposure to inappropriate behavior as outlined in Appendix D](#), the department will ultimately be responsible for finding a substitute. If no substitute is found, the department may elect to cancel the class.

Section 3. Missed Duties

If a GE's workload allocation is adjusted due to the use of paid sick leave, a GE may call for a review by the department/unit head or designee.

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 GE to determine when and how the work will be made up.

Section 4. Departmental Policy

Departments/employing units are required to have a GE absence procedure documented in the GDRS. It may also be cited in the GE/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 GEs

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 GE. If a GE is assigned to cover the responsibilities of an absent GE and those duties exceed the replacement GE's current FTE workload allowance, the covering GE's FTE will be adjusted accordingly at the rates below. Except in addressing coverage needs resulting from absences pursuant to Section 7, no adjustments will be made that would cause a GE's appointment to exceed .49 FTE per term.

Any GE who substitutes for another GE ~~who is on sick leave~~ will either receive:

- 1) hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate
- 2) or will account for the hours within their regular work assignment if work as a substitute is specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual work duties for that GE.

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

Section 6. Graduate School Consultation

If a GE misses or is going to miss more than five days in a term, the GE or their designee must contact the Graduate School. The Graduate School will coordinate with the GE and employing unit on any adjustment due to the GE's absence. Prior to adjusting a GE's FTE, the following factors will be considered: (1) the duration of the absence, (2) the timing of the absence; (3) the GE's assignment; (4)

the ability of the GE to perform assigned duties; (5) whether or not it is feasible to adjust the assignment of duties within the current term; (6) in the case of an absence pursuant to Section 7, whether or not it is feasible to adjust the assignment of duties over the course of the GE's full appointment period; and (7) the absence's impact on academic progress. Where feasible and taking into consideration the aforementioned factors, adjustments to FTE will be applied equitably across all employing units. If there is no adjustment of FTE under this section, the Graduate School will assist the employing unit and the GE in determining duty and workload allocation.

Section 7. Family and Medical Leave

When a GE will be absent for a period of greater than five (5) consecutive working days (one week), they may be entitled to the Family and Medical Leave as described in this section. At the request of a GE, paid Parental Leave can be utilized before paid sick days.

a) Eligibility

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

b) Provision

The GE 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 GE for adoption or foster care; (3) the care of a spouse, partner ~~or equivalent in accordance with Oregon state law~~, child, or parent of the GE if a serious health condition exists; (4) a serious health condition of the GE which makes the GE unable to perform their 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.

After exhausting sick leave (or before exhausting sick leave in the case of paid parental leave), a GE who takes leave for one of these reasons has the right to shift duties and workload in a manner that allows the GE to take at least two weeks off (including sick leave) over the course of the GE's full appointment period. If a GE exercises this right, duty and workload allocation will be determined under Section 6 of this Article. The foregoing two sentences do not affect a GE's right under Section 6 to request additional adjustments to their duties and/or workload.

c) Notice Requirement

The GE shall provide their 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 GE must give a verbal notice to their 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 GE must provide such verification within fifteen (15) days of the request.

d) Benefits Retention

GEs appointed at .27 FTE or less shall retain their tuition waiver and the University shall continue to pay health care premiums during the duration of the GE's leave if the GE remains enrolled and has or will have performed works representing a minimum of .14 FTE during the term in which family and medical leave is taken. Salary will be adjusted to reflect changes in FTE.

All other GEs will retain their tuition waiver and health care benefits if they have or will perform work representing a minimum of .16 FTE during the term in which family and medical leave is taken. Salary will be adjusted to reflect changes in FTE.

e) Job Protection

After returning to work after taking leave under these provisions, a GE is entitled to be restored to the position of employment held by the GE 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 GE returns in a term under which they did not have an appointment or an expectation of such appointment with the University.

f) Academic Leave of Absence

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

Section 8. Paid Sick Days

The parties agree that this section implements SB 454 effective January 1, 2016 and provides a benefit equal to or better than that required by the law.

a) Eligibility

GEs shall be eligible to use sick leave immediately upon accrual during any term in which a GE has an appointment.

137

138 b) Work week

139 Unless specified otherwise, a GE's work week is assumed to be made up of five consecutive days
140 (Monday through Friday) with equal hours per day reflective of their assigned FTE.

141

142 c) Accrual

143 GEs accrue two (2) work days of paid sick leave for every term of paid GE work. During their first
144 appointment in any school year, each GE shall also accrue one (1) additional sick day. There shall be no
145 waiting period before sick leave begins to accrue. Actual time worked and any time on approved paid
146 leave shall determine the pro rata accrual of sick leave credits each month. All accumulated paid sick
147 days can be utilized during any term of employment.

148

149 d) Bank, Compensation

150 GEs can accrue a maximum of ten (10) work days of sick leave. There is no compensation for unused sick
151 leave at any time during or after employment and hours do not transfer to non-GE positions or other
152 institutions. When a GE uses sick leave they will be compensated at their current rate of pay. GEs cannot
153 donate sick leave to other employees, and leave cannot be donated to GEs.

154

155 e) Restoration

156 GEs who were previously employed by the University as a GE in good academic standing and/or on an
157 approved leave from the graduate school within the past 730 days and return to a GE position shall have
158 previously accrued and unused sick leave credits restored.

159

160 f) Exhaustion

161 A GE who exhausts their sick leave may use unpaid leave for absences.

162

163 g) Use

164 GEs who have earned sick leave credits must use and must record the use of sick leave for any period of
165 absence during the member's regular work hours if the absence is due to the employee's illness, injury,
166 pregnancy-related illness or other conditions, medical or dental care, exposure to contagious disease, or
167 attendance upon members of the employee's immediate family (employee's parent(s), spouse or
168 domestic partner, spouse or domestic partner's parent(s), children, brother, sister, grandmother,
169 grandfather, son-in-law, daughter-in-law, or another member of the immediate household) where the
170 employee's presence is required because of illness; or for any period of absence that is due to a death in
171 the immediate family of the GE or in the immediate family of the GE's spouse or domestic partner.

172

173 Sick leave may be taken in the event that a lawful public health authority declares an emergency relating
174 to the GE's employment, their self-care, or the care of a family member.

175 Sick leave may be taken in the event that the GE Sick leave may be taken in the event that the GE is
176 exposed to inappropriate behavior, seeks legal services, law enforcement services, or medical treatment
177 relating to domestic violence, harassment, sexual assault, or stalking for themselves or a minor child.

178 seeks legal services, law enforcement services, or medical treatment relating to domestic violence,
179 harassment, sexual assault, or stalking for themselves or a minor child. In these cases, victim services
180 and home relocations may also be covered by sick leave.

181 A GE shall record sick leave use within a reasonable time of sick leave usage. There shall be no discipline
182 for inadvertent failures to record hours, though the employer may request the record be updated.

183 For the purpose of eligibility and utilization of sick days available,

- 184 1. a scheduled work day shall be defined as a day containing scheduled work commitments
185 including, but not limited to, lectures, recitations, labs, office hours, and staff meetings;
- 186 2. for purposes of grading, a GE will use paid sick leave if a grading deadline is, or will be,
187 missed; and
- 188 3. a paid sick day is a scheduled work day in which accrued paid time was utilized, and
189 work hours were not completed at an alternate time.

190

191 h) Requests and Scheduled Leave

192 The University must provide a GE with their accrued paid sick leave upon request when used pursuant to
193 this section. In the event that the leave is not foreseeable, the GE must follow the absence procedures
194 set forth by the department in the GDRS and provide an estimated amount of time that leave is
195 expected. In the event a GE is unable to fulfill employment duties, services or obligations for reasons
196 covered under this article, the GE will notify their appropriate-immediate supervisor (or department or
197 unit designee) as promptly as possible so that arrangements for the absence can be made by the
198 University. In addition, an affected GE will make reasonable efforts to assist in arrangements for another
199 to meet their employment obligations. In no case will the GE be required to pay for such coverage. It is
200 the responsibility of the University to find a temporary replacement.

201

202 i) Abuse and Discipline

203 Sick leave taken for reasons outside of the scope of this article may result in discipline up to and
204 including termination. The University may only initiate a disciplinary process when the University has an
205 articulable basis for doing so with observable evidence.

206

207 j) Sick Leave and Family and Medical Leave

208 GEs who qualify for Family and Medical Leave pursuant to Section 7 shall use all accrued sick leave prior
209 to entering unpaid status, except in the cases of parental leave. Days of paid sick leave count towards
210 the 12 weeks of unpaid leave of Family and Medical Leave, except in the cases of parental leave.

211

ARTICLE 30

THE GRADUATE STUDENT ASSISTANCE FUND

Section 1. Graduate Student Assistance Fund

- a) On January 1, 2015 a "Graduate Student Assistance Fund" (the "Fund") will be established for the purpose of assisting graduate students, including GEs, facing financial hardship relating to a Qualifying Event. The UO will place an amount equal to \$50 per admitted and enrolled UO master's and doctoral student (the "Annual Amount") into the Fund to be used for awards to eligible UO graduate students between January 1, 2015 and September 14, 2015 and annually thereafter, beginning on September 15, 2015. On September 15, 2015 and each September 15th thereafter, UO will replenish the Fund with the Annual Amount and will carry-forward amounts remaining in the Fund from the previous year up to one-third of the previous year's Annual Amount (this process shall be referred to as the "Annual Accounting"). For purposes of determining the Annual Amount on any September 15th, the number of admitted and enrolled master's and doctoral students will be the number that were enrolled as cited in the Fall Fourth Week Data Report from the previous Fall.
- b) For purposes of this section, a Qualifying Event is defined as follows: (1) the birth, adoption, or foster care placement of a child; (2) pregnancy disability or prenatal care; or (3) to care for a spouse (or equivalent under Oregon law), partner, child, or parent who is experiencing a serious medical condition or the student's own serious health condition.
- c) The GTFF shall appoint two representatives to the Fund Committee.
- d) Grievances under Article 13 related to the Graduate Student Assistance Fund are limited to those disputes over the process used to review the application and may be filed directly at Step 3. All other Fund disputes, including substantive determinations, shall be resolved through the Fund's appeal procedures.

Section 2. The Graduate Student Assistance Fund (the "Fund") was established for the purpose of assisting graduate students, including GEs, facing financial hardship related to a Qualifying Event. For the purposes of this Article, the need for childcare will be read as a special Qualifying Event. Graduate Employees may access the Graduate Student Assistance Fund for up to ~~\$575~~\$1000 for the purposes of childcare. This assistance may be used only one time per child and only for documented childcare during the first eighteen (18) months of the child's life or during the first eighteen (18) months following an adoption. All other rules and policies related to the Fund apply. Accessing the Graduate Student

38 Assistance Fund for child care as described in this Section shall not count toward the maximum cap on
39 accessing the fund.

40

41 **Section 3.** Once per fiscal year, if the Fund's total reserves fall below \$25,000, the University shall make
42 a one-time payment of \$25,000 to the Fund.

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ARTICLE 39

DEFINITIONS

As used in this Agreement and except as its context may otherwise require: "Agreement" means all the definitions, provisions, and terms set forth in this contract ~~consisting of 40 articles~~; but excluding titles of articles, headings and appendices, which are inserted solely for convenience of reference and shall not be deemed to limit or affect the meaning, construction or effect of any provision of this Agreement.

"Advisor" refers to the UO employee (typically a member of faculty) that follows the GE's academic progress as a student and a researcher most closely. In case no such person can be easily identified, the term refers to the head of the department in which the GE is enrolled as a student.

"Board" means the University of Oregon Board of Trustees. "Calendar day" means any day within the 365-day year.

"Contract Administrator" means the Dean of the Graduate School or their designee.

"COPE Fund" or "COPE" means the GTFF "Committee on Political Education Fund" and "Committee on Political Education," respectively.

"Day", "business day," "work day," or "working day" means a day when university classes or examinations are scheduled in accordance with the official academic quarter calendar of the University, or in accordance with the official academic semester calendar of any schools and colleges that are not on the quarter system.

"Department" means an academic department or other employing unit (such as Erb Memorial Union) which employs GEs.

"Document" means written communication on paper or printed copy of an electronic message.

"Familial status" means the relationship between one or more individuals at least one of whom has not attained 18 years of age and who is domiciled with (a) a parent or another person having legal custody of the individual; or (b) the designee of the parent or other person having such custody, with the written permission of the parent of the other person.

34 "Familial status" includes any individual, regardless of age or domicile, who is pregnant or is in the
35 process of securing legal custody of an individual who has not attained 18 years of age.

36
37 "GE" or "Graduate Employee" means a graduate student appointed at .20 FTE or greater to provide
38 teaching-related duties, research, or administrative duties.

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40 "GTFF" or "Union" means the Graduate Teaching Fellows Federation at the University of Oregon,
41 American Federation of Teachers, Local #3544, AFL-CIO.

42
43 "Member" means a public employee who is included in the bargaining unit as defined in Article 1
44 (Definition of Bargaining Unit).

45
46 "Parties" means the GTFF and the University.

47 "Safe" means freedom from danger, fear, harm, threat, worry, and insecurity. Safe also includes
48 freedom to feel secure, have choices, to act on those choices, and have financial independence.

49
50 "Supervisor" refers to the UO employee who is responsible for managing the GE's work assignment.

51
52 "Summer sandwich" means instructional fee waiver applied to summer term.

53
54 "University" means the University of Oregon, its administration, or the University of Oregon Board of
55 Trustees, as the context may require.

56
57 "Written" or "in writing" may mean either information conveyed electronically or on paper.

Article X1

Housing

Section 1. The Union and the University share the concern that adequate housing be available to graduate students, including GEs. The university will work towards providing more housing accessibility and opportunities for graduate students.

Section 2. The University shall establish and maintain a Housing Committee that will carry out the following functions:

a) Produce a quarterly report during the calendar year on university-provided graduate student housing. The report will include 1) how many graduate student housing units are available at each quarterly period; 2) the type of unit available (studio, apartment, etc); 3) the number and type of units where pets are accepted; 4) the approximate wait time for application processing and expected wait time until a unit becomes available; 5) compare and contrast university-managed housing versus non university-managed housing relative to rent costs, transportation costs, distances and methods, and cost per square foot.

b) Incoming graduate students will be provided with the most recent quarterly report as part of their initial welcome materials upon being accepted to the university in order to inform them of university housing availability and options.

Section 3. The University housing shall set aside a 20% of its current and future housing units in all housing developments for graduate students shall be pet friendly. The University will not discriminate on the breed of dog, cat, or other accepted pets.

Section 4. Upon signing a rental agreement with University housing, graduate students may defer their first rent payment until they have received their first full month's paycheck after signing. The balance of the first rent payment will be paid off interest-free over the course of the remaining duration of the rental agreement in equal monthly installments.

Section 5. The University shall establish two GE positions at 0.49 FTE to support the above-mentioned functions in Section 2 in conjunction with the Housing Committee. In addition, these GEs will serve as resources for graduate students on housing matters, and will support the University's efforts in making graduate housing accessible and available. The Union and University shall jointly agree on a job

34 [description for the specific responsibilities of these GE positions. This job description can be modified by](#)
35 [mutual agreement of the Union and University.](#)

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37

Article X2

Equitable childcare

The University recognizes that childcare is an essential element of life for graduate employee parents, and seeks to provide equitable childcare for GEs through fair childcare rates at University-affiliated childcare centers, and childcare cost relief for graduate employees whose child(ren) attend non-University-affiliated childcare centers.

Section 1. University-affiliated childcare: The University shall ensure that enrollment rates and fees for children of GEs enrolled at University-affiliated childcare centers does not exceed 15% of the salary of a 0.5 FTE at GE Level I as described in Article 22.

Section 2. Non-University-affiliated childcare: For GEs whose child(ren) are waitlisted for a University-affiliated childcare center, the University shall provide a subsidy equivalent to 20% of the salary of a 0.5 FTE at GE Level I as described in Article 22 for documented purchase of non-University-affiliated childcare.

ARTICLE X3

WORKPLACE BULLYING

Section 1. Definition of workplace bullying

Workplace bullying is defined as any vexatious behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affect a GE's dignity or psychological or physical integrity and that results in a harmful or unsafe work environment for the GE. It can come from co-workers, supervisors, employers, students, staff, or external sources.

Section 2. Examples of workplace bullying

- a) Given that cases of workplace bullying tend to be under-reported, examples of workplace bullying should be outlined in order to support and encourage GEs undergoing possible bullying. Examples of bullying or personal harassment include but are not limited to:
- Vandalizing personal belongings;
 - Sabotaging work;
 - Spreading malicious rumors;
 - Humiliating initiation practices/hazing;
 - Unfounded complaints which are made in bad faith, in reprisal, frivolously or with malicious intent;
 - Interfering with a workplace violence or harassment investigation; intimidating a complainant, respondent or witness; or influencing a person to give false or misleading information;
 - harassing, offending, socially excluding someone
 - undermining behavior towards GEs that cause them to lose belief in themselves or suffer ill health and mental distress as a result
 - abuse of an imbalance of power
 - treating a disability accommodation as a burden on the University
 - any discrimination as outlined in Article 8
- b) Failure of supervisors, in keeping with their authority, to respond to interpersonal misconduct or allegations of discrimination or harassment may be considered as condoning such behavior and therefore a violation of this.

Section 4. Verbal abuse, threats, or harassment by the department or unit and/or the supervisor will not be tolerated. In addition to the disciplinary procedure outlined in Article 16, discipline and/or reprimands of GEs shall not be administered in front of other GEs except in cases where a GE requests a witness, union representative, or other party permitted by the GE.

Section 5. It is the obligation of the University to provide a safe work environment as per Article 10. All supervisors, departments, or units alerted to cases of workplace bullying are obligated to take concrete steps to address the issue within ten (10) days. In addressing the issue, the supervisor, department or unit will not obligate the reporter of workplace bullying to attend a meeting with the accused present.

Article X5

Immigration and Customs Enforcement

Section 1. Except as otherwise required by federal law, the University, or a person acting on behalf of the University (such as a supervisor), shall not provide voluntary consent to an immigration enforcement agent to enter any nonpublic areas of a place of labor. This section does not apply if the immigration enforcement agent provides a judicial warrant.

- a) This section shall not preclude the University or person acting on behalf of the University from taking the immigration enforcement agent to a nonpublic area, where GEs are not present, for the purpose of verifying whether the immigration enforcement agent has a judicial warrant, provided no consent to search non-public areas is given in the process.

Section 2. Except as otherwise required by federal law, the University, or a person acting on behalf of the University, shall not provide voluntary consent to an immigration enforcement agent to access, review, or obtain the employer's employee records without a subpoena or judicial warrant. This section does not prohibit the University, or person acting on behalf of the University, from challenging the validity of a subpoena or judicial warrant in a federal district court.

Section 3. Except as otherwise required by federal law, the University shall provide a notice to each current GE in writing of any inspections of I-9 Employment Eligibility Verification forms or other employment records conducted by an immigration agency within 72 hours of receiving notice of the inspection. Written notice shall also be given within 72 hours to the Union. The posted notice shall contain the following information:

- The name of the immigration agency conducting the inspections of I-9 Employment Eligibility Verification forms or other employment records.
- The date that the employer received notice of the inspection.
- The nature of the inspection to the extent known.
- A copy of the Notice of Inspection of I-9 Employment Eligibility Verification forms for the inspection to be conducted.

- a) The University, upon reasonable request, shall provide an affected GE a copy of the Notice of Inspection of I-9 Employment Eligibility Verification forms in writing.
- b) Except as otherwise required by federal law, the University shall provide to each current affected GE, and to the Union, a copy of the written immigration agency notice that provides the results of the inspection of I-9 Employment Eligibility Verification forms or other employment records within 72 hours of its receipt of the results. Within 72 hours of its receipt of the results, the employer shall also provide to each affected GE, and to the Union written notice of the obligations of the employer and the affected GE arising from the results of the inspection of I-9 Employment Eligibility Verification forms or other employment records.

c) Notice of the results and obligations described in Section 3. a and b, if any, shall contain the following information:

- A description of any and all deficiencies or other items identified in the written immigration inspection results notice related to the affected GE.
- The time period for correcting any potential deficiencies identified by the immigration agency.
- The time and date of any meeting with the employer to correct any identified deficiencies.
- Notice that the GE has the right to representation during any meeting scheduled with the employer.

d) An "affected GE" is an GE identified by the immigration agency inspection results to be a GE who may lack work authorization, or a GE whose work authorization documents have been identified by the immigration agency inspection to have deficiencies.

Section 4. Except as otherwise required by federal law, the University shall not reverify the employment eligibility of a current GE at a time or in a manner not required by Section 1324a(b) of Title 8 of the United States Code.

Section 5. The University shall uphold its commitment to Deferred Action for Childhood Arrivals (DACA) GEs. The University shall:

- Inform GEs at least 180 days before they must reverify their DACA status, which is two years after their DACA authorization was granted
- Not terminate DACA employees who have valid work authorization before their work authorization ends
- Maintain all currently existing University resources regarding DACA students

Section 6. In accordance with state and federal law, nothing in this Article shall be interpreted, construed, or applied to restrict or limit the University's compliance with a memorandum of understanding governing the use of the federal E-Verify system.

Article X6

International GE Travel Reimbursement

Section 1. All international graduate employees are eligible for reimbursement of visa application fees, including renewal fees, and the full cost of transportation from their country of origin to the United States upon acceptance to their academic program. Such eligibility, in addition to the process for application and receipt of reimbursement, shall be detailed in the documentation sent to accepted international graduate employees.

Section 2. All non-domestic Graduate Employees are eligible for full reimbursement for a round-trip ticket from the United States to their country of origin and back during the summer term, \$500.00 of which shall be provided in advance on the final day of June to be used for travel back to their country of origin. A receipt of travel shall be submitted to the University by the beginning of fall term in the following academic year. If such receipt is not provided, the GE shall be charged \$500.00 to their Student Billing Account.

Section 3. Nothing in this Article shall be used as a pretext for recruiting fewer international graduate students or appointing fewer international graduate employees.

APPENDIX D LETTER OF AGREEMENT

EXPOSURE TO INAPPROPRIATE BEHAVIOR

In carrying out the duties and responsibilities of a GE appointment, situations may arise in which a GE feels that they have been exposed to inappropriate behavior or actions on the part of students, staff, faculty advisors/supervisors, or another GE. Such behavior or actions may not fall within the applicable articles of the Collective Bargaining Agreement but requires ~~may need some form of~~ intervention to resolve the conflict. In some cases, especially when a GE experiences discrimination, harassment, stalking; disruptive, threatening, or violent actions, or anything that threatens their well-being, special forms of intervention may be required. Suggested forms of interventions include the following:

- a) When dealing with perceived inappropriate behavior or actions by a faculty advisor/supervisor, the GE should contact the Survivors Support and Non-Discrimination GE (pursuant to Article 25) or appropriate Department or unit Head to define a suitable course of action. If resolution is not satisfactory as determined by the complainant, requires additional administrative assistance, or upon the request of the complainant, ~~the~~ Assistant Dean of Graduate Student Affairs within the Graduate School can be contacted for additional assistance in working with the Department or Unit involved.
- b) One week prior to the start of classes the GE may submit a petition to the hiring unit stating their reason for requesting a reassignment as described in Article 29. The petition need not include any specific information beyond reference to an Article 8 or Appendix D violation.
- c) A paid absence of up to two weeks while the issue is being resolved by the Department or Unit Head. The department will ultimately be responsible for finding a substitute as described in Article 29.
- d) An unpaid absence for part of the term, or leave of absence for an entire term, until exposure to inappropriate behavior is eliminated or otherwise resolved, or upon the removal of the perpetrator of inappropriate behavior, or upon satisfactory resolution as determine by the complainant. If a GE misses or is going to miss more than five days in a term, the GE or their designee must contact the Graduate School as described in Article 29.
- e) When unable to resolve concerns about disruptive behaviors by students, the GE should bring such issues forward to Student Judicial Affairs, Unit Head, or the Survivors Support and Non-Discrimination GE as described in Article 25.
- f) When confronted with threats or acts of physical violence, the GE should immediately contact the University's Department of Public Safety.
- g) Access to paid sick leave as outlined in Article 29 section 8.

APPENDIX E LETTER OF AGREEMENT

HEALTH INSURANCE CONTRIBUTION RATES

Health Insurance Contribution Rates

The University and the Union agree that it is important and useful to list the rates that both the University and individual GEs contribute to the health insurance plan (see Article 24). Both parties acknowledge, however, that listing one static rate for a multi-year plan is not useful, as the amount that each party contributes toward the total cost of the health insurance plan will change over the life of this agreement. As such, both parties agree that the electronic version of this document shall change from year-to-year to reflect the most up-to-date information about the contributions to the health insurance plan.

The rates for 2016-17 are:

Fall, Winter, Spring and Summer Quarters	Total Cost	UO Contribution (95%)	GE Contribution (5%)
Individual GE	\$1,302.33	\$1,237.20	\$65.13
GE w/Children	\$2,305.17	\$2,189.91	\$115.26
GE w/Partner	\$2,734.74	\$2,598.00	\$136.74
GE w/Family	\$3,737.61	\$3,550.71	\$186.90

Summer Quarter for Students Eligible Based on Previous Spring Appointment*	Total Cost	UO Contribution (80%)	GE Contribution (20%)
Individual GE	\$1,302.33	\$1,041.87	\$260.46
GE w/Children	\$2,305.17	\$1,844.13	\$461.04
GE w/Partner	\$2,734.74	\$2,187.81	\$546.93
GE w/Family	\$3,737.61	\$2,990.10	\$747.51

The rates for 2017-18 are:

Fall, Winter, Spring and Summer Quarters	Total Cost	UO Contribution (95%)	GE Contribution (5%)
Individual GE	\$	\$	\$
GE w/Children	\$	\$	\$
GE w/Partner	\$	\$	\$
GE w/Family	\$	\$	\$

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Summer Quarter for Students Eligible Based on Previous Spring Appointment*	Total Cost	UO Contribution (80%)	GE Contribution (20%)
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20

Individual GE			
GE w/Children			
GE w/Partner			
GE w/Family			

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22 *From Article 24, Section 1a. All GEs employed Spring Quarter who are continuing in their graduate
 23 program and who pay their portion of the premium by the end of the grace period for summer
 24 payments are also eligible for summer health insurance.

25