

1 **ARTICLE 9**

2 **WORK AGREEMENT/WORK ASSIGNMENT**

3

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

9

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

13

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

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

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

30

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

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

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

49

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

57

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

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

62

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

68

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

73 a) A general description of the job requirements.

74

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

76

77

c) Availability of Graduate Employee appointments in the department.

78

79

d) Eligibility requirements and application process for appointments.

80

81

e) Appointment and reappointment process.

82

83

f) Workload and work assignment information.

84

85

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.

86

87

88

89

90

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).

91

92

93

94

95

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.

96

97

98

99

100

101

102

j) GE absence procedure or reference to where this procedure is documented.

103

104

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.

105

106

107

108

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-

109

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

112

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

115

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

127

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

130

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

141

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

149

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

156

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

161

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

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

172

173 ~~a) Achieving an inclusive work environment including: cultural competency, equity and inclusion,
174 disability access, issues of mental health, etc.,~~

175 ~~b) Discrimination and sexual harassment policies including: GE reporting obligations, the ADA, Title
176 IX, etc.,~~

177

178 ~~c) Other employee-related policies and procedures including: sick leave and time and hour
179 reporting, and~~

180

181 ~~d) General employment information including: information about services, programs, and offices
182 that would be useful to GEs in their roles.~~

183

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.~~