

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 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 two weeks prior to the start of classes, including the provision of assigned syllabi where applicable. 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.

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

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

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65 Within three months (one term) of the end of an assignment, the GE has the right to make
66 recommendations about the workload allocation for their specific work assignment(s).
67 Recommendations may be submitted in writing, or the GE may request to meet with their
68 supervisor or other department representative to provide the recommendations verbally.

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

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76 **Section 6.** Each department or employing unit will prepare a General Duties and
77 Responsibilities Statement (GDRS) describing the conditions under which GE assignments are
78 made. The GDRS shall include the following information:

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80 a) A general description of the job requirements.
81 b) The supervisory individual who shall oversee the implementation of the GDRS.
82 c) Availability of Graduate Employee appointments in the department.
83 d) Eligibility requirements and application process for appointments.
84 e) Appointment and reappointment process.
85 f) Workload and work assignment information.
86 g) Health and safety information, including any training requirements, use of required
87 personal protective equipment, accident reporting and workers compensation

88 coverage if substantially different from the health and safety information provided in
89 Article 10, Section 2 and if not covered in more depth in a safety manual.

90 h) Requirements for satisfactory progress towards graduate degree. These criteria must
91 be as specific as reasonably possible and must include objective measures (e.g., GPA,
92 limits on the number of incompletes, and deadlines and/or timelines for passing
93 qualifying exams or proposing one's thesis).

94 i) Discrimination Grievance Procedures: To file an employment-related discrimination
95 grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation.
96 For discrimination grievances that pertain to a GE's role as a student, graduate
97 students should refer to the student section of the AAEO Discrimination Grievance
98 Procedures online (<http://aaeo.uoregon.edu/booklet.html>). The AAEO will encourage
99 all GEs attempting to file an employment-related discrimination complaint to contact
100 the GTFF.

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

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

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107 Work load and/or work assignment information shall include course attendance requirements,
108 office hour expectations, registration duties, grading, preparation, meeting with supervisors
109 and/or co-workers, safety training, and any other duties included in the GE work assignment for
110 both academic year and summer term appointments.

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

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

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126 **Section 8.** In accordance with Error! Reference source not found., the GTFF will be
127 responsible for distribution of the current collective bargaining agreement to GEs.

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129 **Section 9.** GEs who will be required to be at work during periods of academic recess, except
130 during registration period, shall be given no less than thirty-five (35) calendar days' written
131 notice. GEs required to work at special events, conferences, attend retreats, assist in language

132 fairs or perform other similar non-routine activities shall be given fifteen (15) calendar days
133 written notice. When such activities require travel, GEs are eligible for reimbursement and per
134 diem in accordance with prevailing rates. In the event of an emergency, and with the mutual
135 agreement of the GE and the unit head, a lesser notice period can be arranged. If timely notice is
136 not given and the GE refuses to work during these activities, disciplinary sanctions will not be
137 imposed. When possible, departments and programs will hold meetings at which GE attendance
138 is required during regular workday hours rather than at night or on weekends.

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

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

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

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

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

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

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

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181 ~~c) Other employee related policies and procedures including: sick leave and time and hour~~
182 ~~reporting, and~~

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

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

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192 ~~The University and the GTFF have a shared interest in assuring the efficacy and accuracy of~~
193 ~~training. To that end, the University shall establish a training advisory committee consisting of:~~

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195 ~~a) Two (2) GEs appointed by the GTFF,~~

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197 ~~b) A representative from the Graduate School,~~

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199 ~~c) A representative from Human Resources, and~~

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201 ~~d) A member of the Graduate Counsel.~~

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203 ~~This committee shall advise the Dean of the Graduate School and make recommendations to this~~
204 ~~training.~~