

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  
5 best meet the needs of the institution based upon the qualifications and abilities of the GE.  
6 Specialized courses, upper division courses, and those courses not traditionally assigned to GEs  
7 will be assigned only after a review of the qualifications of the GEs. GEs will be consulted  
8 regarding the suitability of the assignment.

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

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

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

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

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

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

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

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

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  
61 supervisor or other department representative to provide the recommendations verbally.

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

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

- 71 a) A general description of the job requirements.
- 72 b) The supervisory individual who shall oversee the implementation of the GDRS.
- 73 c) Availability of Graduate Employee appointments in the department.
- 74 d) Eligibility requirements and application process for appointments.
- 75 e) Appointment and reappointment process.
- 76 f) Workload and work assignment information.
- 77 g) Health and safety information, including any training requirements, use of  
78 required personal protective equipment, accident reporting and workers  
79 compensation coverage if substantially different from the health and safety

80 information provided in Article 10, Section 2 and if not covered in more depth in  
81 a safety manual.

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

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

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

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

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

102 Except by mutual agreement of UO and the GTFF, GDRS revisions shall be submitted to the  
103 Graduate School by May 15 of each year. **By April 1 of each year, GEs employed in a**  
104 **department may submit proposed revisions or feedback to the department employee tasked with**  
105 **the GDRS. At least ten twenty (20) days prior to submission of revisions, departments shall**  
106 **request feedback from all GEs employed in the department on the proposed planned revisions.**  
107 **Such feedback may be submitted anonymously. GEs may submit feedback on the revisions.**  
108 **Departments shall respond to this feedback via a letter to all GEs employed in the department**  
109 **within ten twenty days of submission of GDRS revisions to the Graduate School. Within twenty**  
110 **(20) days after submission of GDRS revisions, departments shall inform GEs of the revisions**  
111 **and the reasons for the revisions in writing.** A copy of the revised GDRS will be forwarded to the  
112 GTFF.

113 **Section 7.** The Graduate School will make the GDRS available on its website in an easily  
114 accessible, electronic format by August 15 of each year. The copy of the GDRS contained on the  
115 Graduate School website shall be considered the **current**-master copy, and any electronic or non-  
116 electronic distribution of the GDRS must be made from this copy. The Graduate School should  
117 maintain and allow access to copies of out-of-date GDRSs for the prior eight (8) years. At the  
118 time of hire, GEs shall be provided with instructions on how to access the department's GDRS.  
119 **In addition, hiring departments shall educate GEs of the existence and content of the department**  
120 **GDRS, and how to access it at the start of each GE appointment. A physical copy of the GDRS**  
121 **shall be posted prominently in the department office or another conspicuous location.**

122 Department websites should provide a link to their GDRS, hosted by the Graduate School. A GE  
123 may request a meeting with their supervisor or department head to obtain clarification of their  
124 duties and responsibilities. The department or employing unit will orient the new GEs to  
125 resources utilized to fulfill the appointment at the beginning of each quarter.

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

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

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

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

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

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

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

168

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

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

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

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

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

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

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

184

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

186

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

188

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

190

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

193