

**ARTICLE 10**  
**HEALTH, SAFETY AND WORK ENVIRONMENT**

~~Section 1. Both the University and GEs acknowledge their commitment to a respectful workplace. The parties agree to adhere to the annual Respectful Workplace Memorandum jointly issued by Academic Affairs and Human Resources. [\*Negotiator's Note: Striking here is contingent on insertion of the same language in Article 25\*]~~

**Section 2. Facilities and Services**

The University shall provide each GE with access to facilities and services conducive to carrying out their assignment (i.e., teaching, research, or administration) in a professional atmosphere, including reasonable office or desk space; reasonably secure storage space for books, papers, and supplies; and reasonable access to a computer. Upon notification and request by a GE, a department will provide reasonable access to a telephone, except for jobs that include work tasks requiring use of a phone. For GE with tasks requiring a phone (e.g. conducting phone interviews, calling conference participants, etc.), phones will be automatically provided, unless there is mutual agreement between the GE and the employing unit not to. GEs whose assignments involve use of specific software shall be provided with access a personal license to the software. Each GE shall also have reasonable access to private facilities for conferring with students and faculty and for other job related purposes. GEs shall be provided desk copies of, or electronic access to, all texts required for their assignment. GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, clean work environment. This responsibility may not conflict with or exceed GE work assignment/workload (see Article 10).

Departments shall develop policies and procedures regarding condition of workspace and access to private meeting space, telephones, computers, internet access, office supplies, photocopies, printouts and all other materials required for the GE's work assignments. These policies and procedures shall be documented and made available to GEs by incorporating them into departmental GE manuals or graduate student handbooks, by posting the information online, or by creating a document specifically for that purpose. Listed below are practices and standards designed to ensure a safe and appropriate working environment and to serve as reference for specific departmental policies and practices. Departmental policies and procedures shall address at least the categories listed below. Standard working hours for the purpose of this article are defined as Monday through Friday, 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

a) Workspace

- i. Working locks on doors ~~and~~ latches on windows
- ii. Properly and securely installed partitions and shelving
- iii. Safe and appropriate furnishings
- iv. Provided with the same custodial services on the same schedule as other similar spaces in the department or building/facility
- v. A desk space in a room able to be locked with no more than 2 GEs assigned to share that desk
- vi. Access to gender inclusive restrooms comparable to other employee groups

b.) Private Meeting Space

- i. Access to an established space ~~in reasonable proximity to the GE's office exclusively designated~~ for private meetings for GEs with teaching assignments either as instructor of record or as lab/discussion leader that requires no more than thirty minutes of advance notice to reserve.
- ii. ~~This space shall not come at the expense of current GE office space levels as specified in Section a of this article.~~

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c) Access to Computers

- i. Easy and reasonable access, at least during standard working hours, to computers equipped with software typically provided other departmental staff and as it relates to GE assignments. Departments may send out requests to determine if computers will be utilized by GEs for work duties, and if by mutual agreement they are not being utilized, they may be removed.
- ii. Easy and reasonable access to internet necessary to carry out work assignments.

d) Access to Telephones (for all GEs with duties requiring phones, or upon GE request)

- i. Easy and reasonable access to telephones necessary to carry out work assignments
- ii. Access to voicemail or other messaging service

e) Access to Office Supplies, Photocopies, and Printouts

- i. GEs working under the direction of an instructor of record whose supervisor is an instructor of record (that is, GEs working as teaching assistants, lab leaders, or discussion section leaders), administrative GEs, and research GEs shall have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. These shall be available at no personal cost to the GEs and does not preclude limitations placed upon the supervisors or instructors of record.
- ii. GEs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours.

f) GE Assistance

- i. Departments with GEs who work as instructors of record shall specify how GE assistance for the instructor-of record GEs shall be apportioned.

g) Kitchen Facilities

- i. Access to the same or similar facilities as other faculty and staff in the department.
- ii. When no kitchen facilities exist, GEs and/or the Union have a right to request kitchen facilities.

h) Disability Access [~~\*Negotiator Note: Disability access language in this Article remains pending the decisions from the Disability Access Subgroup\*~~]

- ~~i. In the provisions throughout this Article, “access” shall be read to include appropriate accommodations for GEs with disabilities, including but not limited to building location and layout, furniture, equipment, and software. Each request for an accommodation must be assessed on a case-by-case basis and may include modifications such as ergonomic furniture, assistive software, reserved parking, and work location.~~
- iii. Requesting an accommodation is protected activity. GEs who participate in the interactive process shall not be subject to retaliation. No disciplinary action shall be taken against GEs who

99 ~~are unable to complete work duties due unreasonable delays or denials of accommodations as~~  
100 ~~described in Section 9.~~

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102 ~~iv. GEs with registered disabilities through the Office of Human Resources shall be eligible for~~  
103 ~~parking passes at no cost to the GE.~~  
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### 105 Section 3. Health and Safety

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107 The University ~~acknowledges upholds~~ an obligation to provide a safe, clean, and healthy environment,  
108 ~~including freedom from exposure to inappropriate behavior and discrimination as outlined in Appendix D~~  
109 ~~and article 8,~~ for its employees on the University of Oregon campus and in University-owned or  
110 controlled facilities, and agrees to do so in accordance with any and all applicable local, State, and  
111 Federal laws pertaining to occupational safety and health. GEs may refuse to work in unsafe spaces,  
112 whether or not the space is owned or controlled by the University.

- 113 a) Training: The University shall see that GEs are properly instructed and supervised in the safe  
114 operation of any machinery, tools, equipment, process, or practice that they are authorized to use  
115 or apply during the course and scope of their employment. GEs will attend all required training  
116 on workplace health and safety provided by the University and this training will be provided at  
117 the employee's regular rate of pay.  
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- 119 b) Equipment: It is the responsibility of the University to provide, at no cost to the GE, all necessary  
120 personal protective equipment (PPE) and training in the proper use of any issued PPE.  
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- 122 c) The University shall provide for and maintain in safe working condition all tools and equipment  
123 required for the execution of GE duties.  
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- 125 d) If, after reporting to the supervisor that a specific task or assignment may jeopardize personal  
126 health or safety, correction is not made, that employee may refuse to perform such activity  
127 without penalty until the appropriate health or safety officer has reviewed the situation and made  
128 a finding. The University shall notify the GTFF of each determination that is made.  
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- 130 e) When OR-OSHA provides notice that it plans to inspect University facilities where GEs work,  
131 the Union shall be notified as soon as possible if possible. A Union official, upon request, shall be  
132 allowed to accompany the inspector if possible.  
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- 134 f) The Union shall be afforded representation on the University Safety Advisory Committee.  
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- 136 g) Once the time and location of assignments have been established, a GE who has security concerns  
137 about these aspects of their assignment, ~~or concerns about exposure to inappropriate behavior or~~  
138 ~~discrimination,~~ will have until one week prior to the start of classes to submit a petition to the  
139 hiring unit stating their reason for requesting a reassignment. The hiring unit will prescribe a  
140 remedy and/or make an effort to reassign the GE. If the hiring unit is unable to reassign the GE or  
141 prescribe a remedy acceptable to the GE, they may either accept the original assignment or resign  
142 their appointment for the term.  
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- 144 h) GEs who are nursing shall be afforded appropriate access to secure, private, and sanitary lactation  
145 space, other than a public restroom or toilet stall. The university will make reasonable efforts to  
146 ensure that such spaces are in close proximity to a GE's primary work space. If private and  
147 secure, lactation spaces may include the GE's work area or a child- care facility. The university  
148 shall ~~provide permanent~~ ~~provide at minimum five (5) permanent~~ ~~lactation spaces in each building~~

149 on the Eugene campus. If the space is not dedicated to the nursing mother's use, it must be  
150 available when needed. A space temporarily created or converted into a space or made available  
151 when needed by the nursing mother is sufficient. GEs employed at a facility other than the  
152 Eugene campus may request a lactation space.

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154 i) GEs 1) who were employed during the spring term and who have accepted an appointment for the  
155 following fall term and 2) are not enrolled in any summer courses or otherwise cause a tuition  
156 cost may sign up for membership at the UO Recreation Center. The GE will either not be charged  
157 for this membership or shall be reimbursed shall retain their membership to the UO Recreation  
158 Center during the summer term. Such GEs are exempt from the UO Recreation Center summer  
159 membership fee. GEs who take advantage of this program must not enroll in classes at the  
160 University during the summer term. If a GE does enroll in summer courses or causes a tuition  
161 cost after taking advantage of this program, they will be charged the full amount of the  
162 membership fee.

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164 j) ~~GEs who are employed at a location other than the main Eugene campus shall be compensated~~  
165 ~~the equivalent amount for membership at the UO Recreation Center per term.~~

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167 A GE who has resigned their appointment following the process outlined here shall be put on a  
168 departmental priority reappointment list until the end of the academic year or until another appointment of  
169 equal duration is made, whichever comes first. GEs on the priority reappointment list shall receive first  
170 consideration by the department for other suitable appointments before employing new GEs.

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172 A GE on the priority list who declines a subsequent appointment offer that is substantially similar to the  
173 position which they resigned and for which they are qualified shall be taken off the priority reappointment  
174 list for that term. However, if the GE does not accept the subsequent appointment offer based on the  
175 security concern identified in the above-mentioned petition process, they may remain on the priority list  
176 by stating in writing that the same security concern still applies.

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178 **Section 4.** The Union may provide to the University a list in priority order of those facilities and services  
179 it believes do not meet the requirements of Section 1 and Section 2 of this Article. Within forty-five (45)  
180 days of presentation of the list, the University shall advise the Union of its evaluation of the list and the  
181 University's plan to remedy those items which it believes to be deficient.

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183 **Section 5.** Suppression of electronic publication by the University of information about a GE shall be by  
184 active permission of the GE.

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186 **Section 6.** In the event office or work space is temporarily made unavailable for use by the University, the  
187 department shall arrange alternate workspace for immediate use or make an appropriate adjustment to  
188 work duties.

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190 **Section 7. Professional Ethics**

191 For the purposes of this section, professional code of ethics refers to guidelines for conduct published by  
192 recognized professional associations.

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194 Graduate Employees shall not be barred from consulting with their professional association or outside  
195 legal counsel should an ethical concern arise at their workplace. GEs who believe they are being asked to  
196 perform a work duty in violation of a recognized professional code of conduct may call for a meeting with  
197 their department/unit head (or department/unit head's supervisor if the department/unit head is the party  
198 asking for the work to be performed) to discuss the matter. The GE shall have the right to have their  
199 Union representative present at such meeting.

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**Section 8.** As personnel forms related to GEs are revised, the forms shall be updated to be gender inclusive. Forms used most commonly will be updated immediately; these forms include: appointment letters, job descriptions, department handbooks, Graduate Assistance Fund forms, Jesse M Bell Grant form, GDRSs, and all forms listed here <https://gradschool.uoregon.edu/staff/gtf-forms>. This provision will not apply where mandatory State or Federal forms are not available with gender-inclusive terminology.

**Section 9.** The University shall provide an employment disability accommodations process for all GEs [in accordance with the Americans with Disabilities Act](#).

- a. [GEs shall give notice of their need for accommodation to the University in writing to the following email address: workplaceADA@uoregon.edu. Upon receiving this notice, the University shall acknowledge receipt and initiate the interactive process in a timely manner. ~~respond within two \(2\) working days to confirm its receipt.~~ A list of the types of workplace adjustments that might constitute reasonable accommodations that may be reasonable shall be included on the University’s HR website and a link to that list will be provided to employees when first seeking accommodations.](#)
- b. Denials ~~or delays~~ of [employment](#) disability accommodations, including when [such](#) denials ~~or delays~~ are based on the anticipated costs of the requested accommodations, shall be resolved through the GTFF grievance procedure at the discretion of the GE to optionally begin at Step 3.
- c. The University shall, when feasible and agreeable to the GE, take steps to reduce duplication in the accommodation processes covering a GE’s student and employment accommodation needs. Both employment and student disability accommodation offices shall inform GEs of the availability of both kinds of accommodations and will, upon request of the GE, work collaboratively with the other office to integrate the accommodation implementation process.
- d. [In the event that a GE believes the accommodation provided is not effective, they may submit information to the ADA Coordinator from their healthcare provider explaining why the accommodation is not effective and what the provider would recommend and why it would be more effective. GEs may appeal the University’s decision regarding what constitutes reasonable accommodations in consultation with the GE’s healthcare provider.](#)
- e. [The University is responsible for ensuring that there is no break in accommodations for GEs across appointments. In the event a GE anticipates needing an accommodation over multiple terms, they are encouraged to inform the ADA coordinator of that at the outset of their engagement in the accommodation process. Reasonable steps will be taken to memorialize that need to help ensure that there is no break in accommodations across appointments.](#)
- f. The Americans with Disabilities Act (ADA) and the reasonable accommodation process will be covered as part of the GE orientation provided by the Graduate School.
- g. All GEs shall receive information in initial offers of employment to access necessary and reasonable employment accommodations for a variety of disability needs covered by the ADA including but not limited to chronic health conditions, physical disabilities, mental health disabilities, learning disabilities, and/or any other conditions. The University shall

251 attempt to put into place workplace accommodations before the beginning of  
252 employment if advance notice is provided. ~~A list of the types of workplace adjustments~~  
253 ~~that might constitute reasonable accommodation shall be provided to employees when~~  
254 ~~first seeking accommodations.~~