

General Duties and Responsibilities Statement (GDRS)

Graduate Employees (GE)

The Ballmer Institute for Children's Behavioral Health

2023-24

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The supervisory individual who shall oversee the implementation of this GDRS is the Academic Program Director.

This document and its amendments may be viewed or printed from the Division of Graduate Studies Website.

SECTION ONE: GENERAL INFORMATION

The purpose of this document is to clarify information concerning Graduate Employee positions (GEs) within The Ballmer Institute for Children's Behavioral Health (Ballmer Institute). There are three types of positions: Instructional, Research, and Administrative. Unless otherwise noted, "GE" will be used throughout this document to refer to all three types of positions.

The relationship between the University, as a whole, is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between the GEs and The Ballmer Institute. This document does not apply to work-study or other staff hired for the Institute. This document and its amendments may be viewed or printed from the Division of Graduate Studies's website.

SECTION TWO: AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS

The Ballmer Institute will give priority for GE appointments to College of Education and Psychology graduate students until such a time that the Ballmer Institute offers graduate level education. The number of GE positions available is subject to budgetary constraints on the Institute and the University. The priority is to staff regular required courses (e.g., BEHT 320, BEHT 321, BEHT 340, BEHT 350, BEHT 351) and to provide assistance to faculty where needed.

GE appointments are determined by the GE Appointing Group, consisting of the executive leadership of the Institute with consultation from the relevant program administrator in the academic home of the GE. The Ballmer Institute Business Operations Manager will provide administrative support.

The Ballmer Institute will make an effort to distribute GE opportunities to as many students as possible; and reserve a number of appointments for incoming students.

SECTION THREE: ELIGIBILITY REQUIREMENTS

For all GE positions in the Ballmer Institute, eligible students are those who:

- Have been admitted to a degree-granting graduate program at the University of Oregon
- Are maintaining satisfactory progress toward their degree according to criteria established by that GE's graduate degree program

Some GE positions involve work that is regulated by Oregon State Boards or other regulatory agencies and, therefore, requirements are intended to ensure that GEs hired for these positions are able to fulfill those regulations.

The Division of Graduate Studies requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. In addition, the Institute is located in Portland, Oregon and Graduate Employees may be required to perform their duties in person at the Portland campus. Any exception to this condition will require a written justification provided by the responsible supervisor and the review and approval of the Academic Program Director. Documentation of the exception will be filed with the Department's copy of the GE contract.

SECTION FOUR: APPLICATION PROCESS

As described in the CBA Article 9, each potential GE shall be referred to a copy of the appointment or reappointment criteria at the time of application.

Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the University's Office of Affirmative Action, the GTFF office, and on the websites of the Graduate School and Human Resources (CBA Article 17 § 1). It is the unit's responsibility to provide the University with recommendations for GE appointments (CBA Article 17 § 1). For those GE positions for which only graduate students in the institute are eligible, assignments will be made from the pool of students who have indicated their preference for an assignment, using the criteria outlined in Section 5. Assignments for the academic year will be made during the preceding summer, with updates to the assignments (based on changes to the course offerings or applicant pool) made as needed throughout the year.

From time-to-time emergency appointments will be necessary; in such cases, the Academic Program Director, shall choose a qualified person for that position.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made (CBA Article 13).

SECTION FIVE: APPOINTMENT SELECTION PROCESS

GE appointments and reappointments are determined by the GE Appointing Group, listed in [Section 2](#). Appointments and reappointments will be based on an evaluation of each candidate's qualifications and preferences with respect to:

- **Academic Credentials.** For incoming students, this is evidenced by previous degrees and grades, test scores, etc. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- **Recommendations from academic or work supervisors.** Consideration will be given for a positive working arrangement between a GE and the supervisor with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to other appointment or reappointment criteria. Recommendations may be obtained from academic or work supervisors.
- **Previous experience.** For non-teaching positions, previous employment, or other experience relevant to GE position available will be considered.
- **General criteria.** Relating to the specific GE work assignment, with consideration given for a positive working arrangement between a GE and with whom the GE will work. Such consideration may involve soliciting input from the supervisor; however, the GE Appointing Group will give consideration to the other appointment or reappointment criteria.
- **Interviews.** In the event that the hiring committee interviews GE applicants, finalists will be interviewed and evaluated based on their performance and responses.
- **Assignment type-related criteria.** For administrative GEs – preference shall be given to those who have specific training and/or experience to perform the position duties and responsibilities. See position announcement for details, but criteria may include but is not limited to:
 - Previous experience
 - Strong verbal and written communication skills
 - Demonstrated ability to establish positive interpersonal relationships
 - Additional qualifications as cited in the individual GE position postings

Student preferences for their assignments (based on a survey of their preferences provided in the winter term and updated as needed) will also be considered.

Candidates will be rank-ordered based upon, first, the eligibility criteria in [Section 3](#), and subsequently, the general, assignment type-related, and specific criteria referred to above.

If no qualified students apply or are available for a particular position, the appointing group may decide to reopen the application process for the position. Generally, the same process described above will be repeated. However, the Institute leadership reserves the right to proceed to fill the position as it would in an emergency appointment situation (see [Section 4](#)).

SECTION SIX: APPOINTMENT AND REAPPOINTMENT PROCESS

GEs will be appointed year-to-year rather than term-to-term, wherever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position (see CBA Article 17, Section 2).

GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations (CBA Article 8).

Reappointments are not automatic, nor are they guaranteed. In the case of the continuation of a GE, the unit may decide to continue with the same GE in the position without any new announcement of the position. GEs will be reappointed to the same position only when they demonstrate advanced skills relevant to the position (instructional, research, practice supervision, or administrative) as well as advanced skills in the areas of initiative, leadership, and autonomy.

Performance Evaluation: GEs in the Institute will be evaluated at the end of every term by their supervisor.

Evaluations are performed by the instructor of record or direct supervisor each term. Supervisors will document their evaluation using the Ballmer Institute GE Evaluation Form. GEs assigned to teach courses, discussions or labs will also be evaluated by students using the University's standard course evaluation process.

SECTION SEVEN: WORKLOADS, WORK ASSIGNMENTS, AND PROFESSIONAL TRAINING

Workload includes performance of all duties of the work assignment. The workload for an administrative GE assignment would include duties listed in the position description. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes workload as sufficient to perform the work assignment satisfactorily.

The distribution of time spent on duties may vary from week to week, but the workload per term should be within the maximum total work hours. GEs are encouraged to track how they spend their work time and to contact their supervisors early in the term if it seems as if they will not be able to stay within the maximum work hours for the term.

GEs are commonly appointed at the following FTE levels and corresponding total maximum work hours:

FTE	Maximum Work Hours per Term	Average Hours per Week (based on 11-week term)	Maximum Work Hours per Academic Year
.20	88	8	264
.25	110	10	330
.30	131	12	393
.35	153	14	459
.40	175	16	525
.45	197	18	591
.49	215	19	645

Note: Where the workload is broken down by work assignment duties and is designated as a “minimum” number of hours, the GE is required to fulfill that specific time commitment.

In the Ballmer Institute, duties for the following types of GE work assignments are as follows:

Instructor of Record

Duties include:

- Course preparation
- Classroom teaching
- Preparation and evaluation of student assignments and exams
- Scheduled office hours for assisting students
- Attend university/institute approved training related to GE duties

Teaching GE

Duties include:

- In class contact hours: conduct laboratory work, lead discussion sections, assist with class presentations and activities, teach in instructors' absence
- Preparation (or assist with preparation): help develop/adapt syllabus and course materials, demonstration or simulation activities, help construct examinations/quizzes
- Contact hours outside the classroom: maintain office hours, provide academic assistance to students
- Performance evaluation: help read and grade papers, maintain and submit grading records (for GEs of undergraduate courses only), provide constructive and evaluative feedback
- Attend university/department approved training related to GE duties

Research GE

Duties include:

- Assist research director with research and development activities: conduct library and internet searches, review existing research, provide written summaries, enter, analyze, and summarize data, contribute to preparation and dissemination of information and reports.
- Assist with program evaluation: preparation of program evaluation instruments, implementation of data collection procedures, analysis of evaluation data, report writing on results
- Attend university/department approved training related to GE duties

Practice Supervision GE

Duties include:

- Preparation: plan or assist in meetings and presentations, review video and audio tapes of students engaged in service delivery or role plays
- On-site activities: conduct student observations, provide feedback to students and cooperating professionals, provide on-site instruction to students, model instructional strategies, attend supervisory meetings
- Contact hours outside of supervision: maintain office hours, provide feedback
- Performance evaluation: report mid-term and final evaluation of students, read and grade papers, evaluate projects, classroom plans, and lessons
- Attend university/institute approved training related to GE duties

Administrative GE

Duties include:

- Assist administrator with program operation: gather and analyze relevant data, assist in coordinating and scheduling activities, assist in preparing materials, collaborate with other Institute staff
- Attend university/department approved training related to GE duties

Note: Administrative GEs are paid on a salary basis and will be required to track their time on the timesheet provided by their supervisor. Administrative GEs understand that except as otherwise required by law, the university will pay them a fixed salary every month regardless of the number of hours actually worked that month.

Professional Training

Per CBA Article 31, Section 4, GEs are encouraged to pursue up to six hours of training per academic year through university or institute approved programs and other workshops and trainings related to successful performance of GE duties.

GEs may be compensated for these training hours by accounting for the hours within their regular work assignment, if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the GDRS ([Section 7](#)) or documented list of individual training courses and/or activities for that GE.

GEs interested in attending trainings should collaborate with their supervisor to ensure minimal disruption to work assignments. Nothing in this section shall trigger time-and-a-half substitution pay as described in CBA Article 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

SECTION EIGHT: HEALTH AND SAFETY

Accident Reporting and Worker's Compensation

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-346-8316 or visit their website <https://safety.uoregon.edu/>.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses, or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Workplace Injury Report with the GE. If as a result of the accident, the GE required medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with Occupational Safety and Health Administration (OSHA). In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from worker's compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained compensable occupational injury or illness.

Safety Information

The University of Oregon Safety Policy may be found in the Policy Library, <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

Reporting Safety Hazards

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the Academic Program Coordinator.

Other resources on campus to report such information include Safety and Risk Services, a Safety Advisory Committee representative, or a GEF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Location of Emergency Procedures, Evacuation Plans, and First Aid Supplies

First aid supplies, evacuation plans, and emergency procedures are located in the office. Supplies are maintained by UO Portland and are checked and replaced as needed on an on-going basis.

SECTION NINE: SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

During the academic year, the Division of Graduate Studies reviews academic transcripts of all graduate students holding GE appointments. The Division of Graduate Studies will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Division of Graduate Studies's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

GEs that are students outside of the Institute will be evaluated based on criteria used by the degree program for which they are currently enrolled.

Failure to make satisfactory progress will result in disqualification from consideration for a GE position. The student's academic progress will be evaluated each round of applications per the criteria listed above and/or at the mid- and end-of-term GE appointment evaluations.

Requirements for being in good standing and maintaining satisfactory academic progress with the UO Division of Graduate Studies include, but are not limited to, complying with the Student Conduct Code, continuous enrollment, appropriate course load, grades, and time limit.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate program, whether or not they hold a GE position. Failure to make satisfactory progress will result in disqualification from consideration for a GE position. The students' academic progress will be evaluated each round of applications per the criteria listed above.

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GEs that are students outside of the department will be evaluated based on criteria used by the program for which they are currently enrolled.

SECTION TEN: DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by CBA Article 16. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

SECTION ELEVEN: DISCRIMINATION AND 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 Office of Investigation and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/reporting>.

SECTION TWELVE: WORK ENVIRONMENT

This section provides information about GE facilities and services described in the Collective Bargaining Agreement. Information detailing this unit's GE work environment (workspace, conference room space, tutoring space, phones, computers, office supplies, etc.) will be provided by the GE's supervisor. Adequate space will be provided for conducting administrative tasks associated with the GE assignments. Access to resources will be determined by, and appropriate to, the GE position and responsibilities. Supplies shall be available during standard working hours.

Workspace

All locks and doors, furnishings, partitions, and other workspace materials are maintained by the UO Portland Facilities, GEs will have access to shared departmental space.

Unless approved in advance students may not remove, trade, exchange, or otherwise dispose of any department-owned furniture, fixtures, or equipment. Students are discouraged from adding personal furniture to an office.

If necessary, students will be issued keys and/or card access to their assigned space and to the building's exterior entrances. Deposits are required for keys and are the responsibility of the student to whom the keys are issued. Any student to whom keys are issued accepts responsibility for the keys and for promptly notifying the Institute if the keys are lost or stolen. Keys no longer needed should be returned to their supervisor.

If personal belongings appear to have been forgotten or abandoned in assigned spaces, the Institute will send notification via UO email to the last known user(s) of the space where the belongings were discovered. Items unclaimed by a deadline specified in the notification will be considered abandoned property and managed in accord with UO surplus rules.

Private Meeting Space

In addition to assigned spaces, should students require larger and/or more private space for the purposes of official meetings with others, they may use institute conference rooms. Though these rooms are not necessarily in high demand at all times, it should be noted that the reservation and use of the rooms is on a first-come-first-served basis.

Access to Telephones and Computers

Upon request, GEs will be provided easy and reasonable access to a telephone and to computers equipped with software typically provided to other departmental staff and as it relates to GE assignments, during standard working hours (Monday – Friday, 8am-5pm).

Access to Office Supplies, Photocopies, and Printouts

GEs shall have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. Office supplies, photocopiers, printers, fax machine are available to the GE for business use at no personal cost to the GE. These are available during standard working hours (Monday – Friday, 8am-5pm).

SECTION THIRTEEN: ABSENCE POLICY

Absence Notification

To report a sick leave or if you are otherwise unable to attend work as scheduled, you must notify your supervisor as early as possible and before any assigned duties are scheduled to occur.

If in the case that a GE is unable to directly notify their supervisor, they may designate someone to make their notification and provide the necessary information to their supervisor.

For all GEs, if the GE is going to miss more than one work week, they or their designee must contact the Division of Graduate Studies. The Division of Graduate Studies will coordinate with the GE and the department on any adjustment due to the GE's absence.

Make-up Work

Generally, for duties missed, GE's must check in with their supervisor to determine when and how the missed work can be made up.

Planned Absences

Per CBA Article 9 section 10, leave dates and duration will be decided by mutual agreement between the GE and their supervisor. 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 weeks in advance of the beginning of the leave.

Reporting Sick Leave

Effective January 1, 2016, GEs began receiving paid sick leave. GEs accrue sick leave in days. GEs accrue two days for each term worked. GEs can accrue a maximum of ten (10) days of sick leave, which can roll over year to year. Per CBA Article 29 when a GE is absent for a work assignment, regardless of the length of absence that day, they will be charged a day of sick leave.

To record and report sick leave, Administrative GEs will complete the GE Monthly Timesheet, while Instructional, Practice Supervision, and Research GEs will complete leave reporting. The timesheet or leave reporting should be completed whenever sick leave is used, signed by the GE and supervisor, and returned to the coordinator by the 10th of the following month.

Additional Information

More information about GE absences – including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition – can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/graduate-teaching-fellows-federation>.