

General Duties and Responsibilities  
Department of Biology/OIMB  
2020-22

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**1.0 GENERAL INFORMATION**

*About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by the Department of Biology. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and the Department of Biology.

This document does not apply to work-study, hourly student employees, or other staff hired in the Department of Biology.

Implementation of this GDRS is overseen by the OIMB Education Program Coordinator and Operations Manager, under the oversight of the OIMB Director and Department Head.

DATE OF THIS GDRS REVISION: 8/5/2020

*About GE Tuition and Fees*

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Employees must pay \$61 of the mandatory fees set by the Oregon University System (per quarter during the academic year); **fees are subject to change without additional notice**. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

### *About the Graduate Teaching Fellows Federation (GTFF)*

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. Links to the CBA and to this GDRS are provided in the GE appointment contract signed by each student who accepts a GE appointment.

## **2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GE's)**

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In the Department of Biology, the priority is to staff regular required courses and to provide assistance to faculty where needed. This is also true for the Oregon Institute of Marine Biology.

Not all of the following courses are offered every year, and GEs may be hired for courses not listed below:

390 Animal Behavior  
322 Cell Biology  
457/557 Marine Biology: Deep-Sea Biology  
454/554 Estuarine Biology  
458/558 Biological Oceanography  
457/557 Marine Biology: Marine Environmental Issues  
457/557 Marine Biology: Marine Molecular Biology  
451/551 Invertebrate Zoology  
457/557 Marine Biology: Comparative Embryology  
474/574 Marine Ecology  
455/555 Marine Birds and Mammals  
457/557 Biology of Fishes

The Department of Biology:

- Makes an effort to distribute GE opportunities to as many students as possible.
- Encourages financial opportunities through other means such as scholarships and grants.
- Reserves a number of appointments for incoming students.

## **ACADEMIC YEAR APPOINTMENTS**

The availability of GE appointments for the upcoming academic year is usually determined between May and July for Fall term, in October for Winter term, and in January for Spring term.

In recent years, GE assignments during the academic year in the Department of Biology have included:

- Teaching Assistant GE
- Administrative GE

- Research Assistant GE

## SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term is usually determined between the months of October and February. In recent years, GE assignments during the summer in the Department of Biology have included:

- Research Assistant GE
- Teaching Assistant GE (limited or rare at OIMB in summer term)

## 3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in the Department of Biology/OIMB are:

- Graduate students enrolled in the Department of Biology who are making satisfactory progress towards a degree.
- Graduate students enrolled at the U of O in other departments, but who have a degree in biology or a closely related field, have completed the same undergraduate course, and who have met the criteria identified in section 4 of this document (Appointment and Reappointment).

Required experience or credentials include:

Graduate students from outside the Biology Department/OIMB should have at least a bachelor's degree in biology or a closely related field, awarded from an accredited institution within the past four years. They should have a GPA of at least 3.5 (where 4.0 = A) in biology courses taken, and have demonstrated excellence in communication and interpersonal skills necessary for effective classroom instruction. Recommendations from academic or work supervisors may help to demonstrate teaching and communication skills. An interview may also be used.

Graduate students from outside the Department of Biology should have taken a course equivalent to the one for which they are applying and have received a grade of A- or better. If it is a laboratory course, they should have experience with similar laboratory equipment and techniques used in the course being offered at the University of Oregon. It is the responsibility of the applicant to document this experience by supplying relevant course syllabi along with their application. Syllabi or other supporting information should indicate the types of laboratory work done and the textbook used for the course.

Interest, desire and prediction of performance may be considered in addition to previous experience if the quality of the GE's application as a whole is high.

When making teaching appointments from the pool of GE applicants (see below for how pool is created), students with the required background and qualifications for the course under consideration will be appointed in the following order:

1. Incoming PhD Biology students (OIMB)
2. Current PhD Biology students (OIMB)
3. Current and incoming Biology Master's students (OIMB)
4. Graduate students from other departments/programs whose primary advisor is not Biology faculty but is a member of the Institute of Ecology & Evolution, the Institute of Molecular

- Biology, the Institute of Neuroscience or the Oregon Institute of Marine Biology
5. Graduate students from other departments

In the case of students who have previously held a GE appointment, only students with satisfactory faculty supervisor and student evaluations will be considered. Faculty supervisor and student evaluations may be used to rank applicants in each student category.

A call for Biology students to be included in the pool during winter and spring terms will be made no later than week 2 of the preceding term; a call for the fall term pool will be made no later than June 1.

Graduate students from outside of Biology/OIMB can learn about GE opportunities and the application process by viewing the advertisement available on the Graduate School website.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7.0).

In addition, the Department of Biology/OIMB requires that a GE maintain their studies in residence at the UO during each term of appointment.

## ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

- Master's students are notified of opportunities directly through their faculty advisor.
- Ph.D. students are automatically given assignments for the first year. Assignments are communicated to the incoming Ph.D. students by their advisors.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

- A memorandum will be distributed from the Operations Manager to eligible OIMB graduate students for those GE positions for which only graduate students in the Department of Biology at OIMB are eligible.

## SUMMER TERM APPOINTMENTS

Teaching Assistantships are not typically available for graduate students at OIMB given our summer session budget constraints.

## 4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, the Department of Biology's standing committee of at least three members

includes the Biology Curriculum Coordinator and other faculty representatives.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3.0, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment. It is common to receive an appointment offer prior to receiving a specific assignment.

**(A) General criteria include (in no particular order):**

- *Academic Credentials.* For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. 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 also be given for a positive working arrangement between a GE and the faculty person 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 the other appointment or reappointment criteria.
- *Previous experience.* For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

**(B) Assignment Type-Related Criteria**

Instructor of Record (full course responsibility):

The Instructor of Record would only be assigned to doctoral students who have advanced to candidacy.

Research Assistant:

Assignment related criteria may be determined based on the lab and institute and would be outlined in a position advertisement.

Administrative Assistant:

No additional qualifications beyond the general criteria.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3.0, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that

become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described earlier in this section and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment (described in Section 3.0).

GE performance is evaluated at the end of every term.

Evaluations are completed by the faculty supervisors in charge of the course. The supervisor evaluates the GE using the following prompts:

- demonstrated an adequate understanding of the material for this course
- present at meetings and labs, kept office hours, and attended lecture (if required)
- on time and prepared
- a fully-engaged participant and actively looked for ways to help the students
- met grading deadlines
- used good judgment when grading (thoughtful and fair)
- communicated effectively with students, faculty supervisor, and staff

The supervisor may also provide a narrative on the evaluation that addresses strengths and weaknesses.

## **5.0 WORKLOAD & WORK ASSIGNMENTS**

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In the Department of Biology and OIMB, GEs are most commonly appointed at the following full time equivalent level (FTE) and corresponding total workload:

0.45 FTE (Up to 197 hours per term or up to 591 hours per academic year)

### **WORK ASSIGNMENTS**

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in the OIMB.

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.

Teaching GE workloads include up to 6 hours that may be used for sick leave substitution (see section 10.0 Absences for more information).

GEs may request documentation of the expected time for each component of the assignment. The *GE Workload Allocation Form* is located at the end of this document. It is optional.

## DUTIES BY WORK ASSIGNMENT

### **Teaching Assistants**

Normal workload is 8 hours of laboratory contact time, animal collection, field trips, attendance at lectures and laboratory preparatory sessions, animal and tank maintenance, take permit recording and potentially leading paper discussions and grading as assigned by the faculty in charge of the lecture. This may consist of one or two full days (8am-5pm) in class with regular early morning field trips on the low tides. GEs should confer with the faculty in charge of the course about time expectations for the various duties. This type of appointment is common in all of the 4-8credit courses at OIMB. Appointments of this kind will typically be at 0.45 FTE.

### **Research Assistant**

Research Assistants work under the supervision of faculty in a research setting. The goals of the research proposal and experimental results set the requirements for the time to be spent in research activities. These should be discussed with the faculty or PI on the grant in advance. Biology research assistants are normally appointed at 0.45 FTE.

### **Administrative GE**

Administrative GEs are appointed at 0.45 FTE. Normal workload includes 18 hours/week. Duties include course preparation (i.e. ordering supplies, course packets) and promotion, applying and reporting for scientific take permits, leading tours of OIMB facilities for visitors and perspective students, maintenance of OIMB e-mail and social media, promotion of seminar series, documenting and filing donations to OIMB, and working closely with the Education Program Coordinator on outreach and recruitment efforts for OIMB.

## TRAINING PROVISIONS (Article 31, Section 4 of the CBA)

GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as the Teaching Engagement Program (TEP), and other workshops and trainings related to successful performance of GE duties.

In Biology, these training hours are accounted for within GEs' regular work assignment as outlined in the workload assignment section of this GDRS. Any planned trainings should also be accounted for on the workload allocation form at the beginning of each term. The Biology Department will make an effort to provide a list of recommended trainings to GEs each term.

GE's interested in attending trainings should work 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 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.

## 6.0 HEALTH AND SAFETY INFORMATION

### ACCIDENT REPORTING AND WORKERS' COMPENSATION

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 541-346-8912 or 541-345-8316.

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 Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires 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 <http://orm.uoregon.edu/content/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 OSHA (Occupational Safety and Health Administration).

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 workers' 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 ORM immediately.

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

#### **Safety Information:**

The University of Oregon Safety Policy may be found in the library, <http://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, <http://ehs.uoregon.edu/>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

#### **Reporting Safety Hazards:**

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representatives may also be contacted:



- OIMB Boat Operator/Marine Facility Technician.....TBA
- James Johnson, Facilities Manager.....(541)-346-7301

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

**Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:**

Each laboratory room and each laboratory preparation room has a first aid kit. Material safety data sheets are maintained by the OIMB Boat Operator/Marine Facility Technician. A more extensive list for material safety data sheets is maintained in the Office of Environmental Health and Safety (EHS), 541-346-3192.

**Use of Personal Protective Equipment:**

In those few cases in which hazardous materials are used in biology teaching laboratories, the OIMB Boat Operator/Marine Facility Technician will provide appropriate training and safety equipment such as rubber gloves, safety goggles, or facemasks.

**Required safety training and appropriate departmental record keeping:**

In courses that could expose students to blood-borne pathogens, GEs are required to attend a university offered training session on this topic. The instructor for the course ensures that students have had this training. Informal safety training for things such as proper disposal of broken glassware or chemicals is given during weekly laboratory preparation sessions, when appropriate, by the laboratory preparators.

**7.0 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.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School'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.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

The Department of Biology is an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

The criteria used to assess satisfactory progress toward a graduate degree in the Department of Biology, along with the process by which satisfactory progress is assessed, can be found in The Department of Biology Graduate Student Handbook. This document is revised and updated annually. The handbook can be found online on the Department of Biology website under “Graduate Studies.”

## CRITERIA USED TO ASSESS SATISFACTORY PROGRESS

### **Coursework**

Complete a specified sequence of courses as recommended or required by the Interim Advisory Committee and the Dissertation Advisory Committee before being advanced to candidacy. Complete a minimum of 9 credits and a maximum of 16 credits per term, during the academic year, toward the graduate degree.

### **Grades**

Maintain a cumulative GPA of 3.0 or better for all graded courses. The GPA will be computed for coursework meeting the requirements of the graduate degree. At any one time, a student shall have no more than two incompletes (with the exception of Thesis or Dissertation credits). All incompletes shall be completed within one year of incurring them.

### **Examinations**

Pass the proposal examination during the second year, or within a time frame set by the exam committee. If there are two failed exams, the student’s Dissertation Advisory Committee and the proposal exam committee will meet and discuss possible options for the student (typically another exam or a recommendation that the student leave the program).

### **Research**

The ultimate, and by far the most important, requirement for the Ph.D. degree is that the student pursues a research program to a point where a dissertation can be prepared. The student is expected to complete three satisfactory research rotations in three different laboratories. By the beginning of the summer following admission, the student must identify an advisor willing to accept the student into their laboratory as an advisee. In exceptional cases, a fourth rotation may be allowed by the Interim Advisory Committee, in which case the student must have identified an advisor willing to take the student into their laboratory as an advisee by the end of the summer following their admission. The dissertation should make a significant and original contribution to the understanding of some aspect of biology. Satisfactory progress toward this end is evaluated annually by the student’s Dissertation Advisory Committee.

### **Language Requirements**

A foreign language is not a formal requirement of the Ph.D. or M.S. program. Students in the M.A. program

must show a reading knowledge of a second language, equivalent to satisfactory completion of the 2<sup>nd</sup>-year college sequence.

### **Teaching Requirement**

Sometime during their graduate career, every Ph.D. candidate is required to participate in the undergraduate teaching program in biology for a period of three terms. A supervising instructor will evaluate the student at the end of each term. This evaluation will be considered when deciding if a student can continue with the graduate program in Biology. This requirement must be completed before the student can be advanced to candidacy.

### **Advancement to Candidacy**

Advancement to candidacy occurs when all of the following requirements have been met:

- three quarterly exams passed with a B- or better
- three lab rotations have been satisfactorily completed
- proposal exam passed
- three terms of teaching fulfilled with satisfactory evaluations
- GPA of 3.0 or better for all courses taken for credit
- courses required by the advisory committees (IAC, QARC, and DAC) have been taken, or a plan for completion has been approved by the student's committee
- recommendation for advancement by the student's Dissertation Advisory Committee

The process for evaluating satisfactory progress toward graduate degree is as follows:

The Graduate Affairs Committee reviews first-year graduate students. Reviews of students in year two and beyond are done by the Dissertation Advisory Committees. Utilizing the above objective criteria, a subjective evaluation of the student's ability to complete the graduate degree will be made. Assessments will be made of the student's motivation and resourcefulness; commitment and devotion to scholarly projects; and independent, creative, and original thinking.

The Dissertation Advisory Committee (DAC) is responsible for seeing that progress is made towards satisfying all departmental, Graduate School, and University requirements for the Ph.D. degree. If a student is failing to progress, they will meet with the DAC, which will make specific recommendations and lay out a time line. A student may regain "satisfactory progress" by 1) removing grades of incomplete from the record within one year, 2) taking or re-taking courses as requested by the DAC, and 3) demonstrating competence, dedication and quality time committed to a research program and/or teaching assignment agreed to in advance with the Dissertation Advisory Committee.

## **8.0 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/content/raise-concern>.

## **9.0 WORK ENVIRONMENT**

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Information detailing the Department of Biology's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found in the *Department of Biology Resource Guide for Graduate Employees*. This document is located on the Department of Biology website.

### **Access to Computers and Printers:**

Computers and printers are available in the Rippey Library.

### **Access to Office Supplies, Photocopies and Printouts**

GEs are welcome to use the copier in the OIMB Administration Office for instructional copying jobs. Please The OIMB maintains an inventory of instructional supplies and equipment in the stockroom and storage garage that must be checked out and in by the end of each term at the latest. All lab rooms are equipped with LCD projectors and a teaching computer (desktop or laptop).

### **GE Assistance**

GE assistance is assigned to the Instructor of Record using the same process as when the course is taught by a faculty member.

## **10.0 ABSENCES**

### **Notification**

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor (the instructor assigned to your course if you are teaching, your PI if you are a research GE, or the Education Program Coordinator if you an administrative GE) as soon as possible. If possible, notify your supervisor in advance of the scheduled work assignment or class that you are unable to attend. If you are able, please attempt to make contact by both phone and email. To the extent possible, provide information about where you left off (e.g., in the previous class in the case of a teaching GE).

In the case that you are unable to directly notify your supervisor, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol.

If you are going to miss more than one workweek, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

### **Substitution**

#### **SUBSTITUTION WITH MORE THAN 24 HOURS NOTICE**

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

#### **SUBSTITUTION WITH LESS THAN 24 HOURS NOTICE**

Sick leave substitution hours are built into your FTE (see Section 5.0, Workload & Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Biology curriculum coordinator if you believe you will likely exceed the hours allocated in Section 5.0.

#### **Make-up Work**

Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

#### **Planned Absence**

If you are planning an approved absence during any working days of the term, be sure your supervisor knows how to reach you (if possible).

#### **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/employee-labor-relations/employee-groups-cbas>.