

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT for
ACCESSIBLE EDUCATION CENTER GRADUATE EMPLOYEES
2017-18

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1.0 GENERAL INFORMATION

The supervisory individual who shall oversee the implementation of this GDRS is:

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The purpose of this document is to clarify information concerning Graduate Employees offered by the Accessible Education Center (AEC). The relationship between GEs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GEs and the Accessible Education Center. This document does not apply to work-study or other staff hired in the Accessible Education Center.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

- 2.1 GE appointments are programmatically determined by the Senior Director of the Accessible Education Center, and are typically available during the academic year.

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The number of GE positions available is subject to the budgetary constraints on the Department and the University.

The Accessible Education Center makes an effort to distribute GE opportunities to as many students as possible.

This unit gives priority to GE appointments. All graduate students employed by the department at 0.2 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Employment Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of new GE position.

2.2 Academic Year Appointments

In recent years GE positions have been offered by the AEC to provide direct student support and to develop intervention programs as well as general support to AEC office functions.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Graduate students enrolled at the University of Oregon in a master's or doctoral program in any discipline are eligible to apply for a GE position. Students in a field related to the work of this department, e.g. counseling, psychology, or educational administration, may be given preference.

3.2 Preference will be given to students with experience advising, counseling, or teaching undergraduate students with disability/access experience, and/or with credentials in the specific program area of the work assignment.

3.3 The Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. In addition, the GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

4.1 Position announcements for the upcoming academic year for Institutional Priority positions will be made by posting with relevant offices and departments on campus a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. The posting places will include: the Office of Affirmative Action and the Graduate School, GTF Federation, Center for Multicultural Academic Excellence, Career Center, Counseling Center, and departments relevant to the particular GE position (e.g. Counseling Psychology, Educational Leadership, Psychology, or Sociology). The postings will also appear on the websites of the Graduate School and Human Resources (Article 17, Section 1). Announcements for Strategic Alliance positions

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(defined by an alliance between the Accessible Education Center and an academic unit and supported in part by the Graduate School) will be forwarded to the academic unit for posting.

- 4.3 Completed applications shall be returned to the Department by a specified deadline as noted on the announcement.
- 4.4 Applicants may indicate interest in a single position, specific positions, or in all positions in the letter of interest that is submitted as part of the application process.
- 4.5 Applicants who would add to the diversity of the workplace are strongly encouraged to apply.
- 4.6 Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made (Article 17, Section 1).

5.0 APPOINTMENTS AND REAPPOINTMENTS

- 5.1 GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations (Article 8, Nondiscrimination).
- 5.2 Reappointments are not automatic, nor are they guaranteed.
- 5.3 Evaluation of GE work performance takes place annually, usually during spring term.
- 5.4 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.
- 5.5 In the case of the continuation of the same position, the Department may decide to continue with the same GE in the position without any new announcements.
- 5.6 GEs will be employed year-to-year rather than term-to-term, whenever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position.

6.0 WORKLOAD

- 6.1 GEs are appointed in the Accessible Education Center at the following full time equivalent levels (FTE) and corresponding total workloads (Article 21).
 - 6.11 0.20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.

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- 6.12 0.30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- 6.13 0.40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year
- 6.14 0.49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.
- 6.2 For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.
- 6.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time and office hours, in addition to time spent actually teaching.
- 6.22 The distribution of workload among work assignment duties (8.0) 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.
- 6.23 The workload is broken down by work assignment duties and is designated as a "minimum" number of hours the GE will be required to fulfill that specific time commitment.

7.0 WORK ASSIGNMENTS

Primary Responsibilities of AEC GEs:

- Assist the Accessible Education Center staff in the coordination of services and the provision of appropriate accommodations, as well as inclusive design strategy development.
 - This may include individual or group counseling/advising or coaching, student mentoring, program development, and active participation at orientation activities and other events.
- Meet with students individually or in groups to provide skill development and support in the areas of college adjustment/transition, motivation, time management, and organization.
- Assist with or coordinate outreach and intervention initiatives.
 - There will be opportunities for disability awareness event and/or community outreach planning.
- Assist with the development of written and electronic materials.
- Scheduled work hours during 8:00 AM - 5:00 PM, Monday-Friday.

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7.1 GE work assignments in the Accessible Education Center are as follows:

7.11 Non-teaching positions:

7.111 Administrative/Program Support positions

* Accessible Education Center Counselor
FTE is typically 0.49

* Accessible Education Center GE
FTE is typically 0.49

7.2 Responsibilities may include the following (hours per term are approximate):

7.21 Non-teaching positions:

* *Accessible Education Center Counselor @ 0.49 FTE* (215 hours/term)

7.211 Advising/counseling Hrs per term: approx. 107
Maintain regular office hours. Meet with students requesting information on the Accessible Education Center, eligibility criteria, range of services and support available. Provide individualized and group support and counseling to meet disability related academic challenges.

7.212 Program planning and support Hrs per term: approx. 81
Under supervision of faculty adviser, provide input and planning for particular program area (e.g. community building, academic intervention initiatives).

7.213 Other responsibilities Hrs per term: approx. 27
Provide general assistance to the Accessible Education Center staff, coordinate special projects, and participate in the Accessible Education Center staff meetings and outreach programs, as time allows.

* *Accessible Education Center GE@ 0.49 FTE* (215 hours/term)

7.214 Program planning and support Hrs per term: approx. 160
Maintain regular office hours. Under supervision of faculty adviser, provide direction and planning for particular program area. May hire, supervise and schedule student employees. Provide individualized or group academic support to students.

7.215 Other responsibilities Hrs per term: approx. 55

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Provide general assistance to the Accessible Education Center staff as needed; coordinate special projects, and participate in the Accessible Education Center staff meetings and outreach programs, as time allows.

8.0 HEALTH AND SAFETY INFORMATION

8.1 Accident Reporting and Workers' Compensation

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

- 8.12 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.
- 8.13 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 Form (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>.
- 8.14 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).
- 8.15 In addition to medical expenses related to the injury/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. These payments equal 66-2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.
- 8.16 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 the Office of Risk Management immediately.

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

8.2 Health and Safety Requirements.

The University acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

8.21 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>.

8.22 Reporting Safety Hazards.

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

- 1) Tiffany Lee, Office Manager, 541-346-1065
- 2) Hilary Gerdes, Senior Director, 541-346-1063

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

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

Contact the Administrative Specialist in AEC for the location of these items.

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

9.1 General Information

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- 9.11 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. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.
- 9.12 The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.
- 9.13 Satisfactory progress is determined by each GE's graduate program. See that program's website, handbook or GDRS for more information
- 9.14 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.

The Accessible Education Center, as an administrative unit, defers to the GE's academic department and checks with them annually at the time of contract renewal (generally in May of each academic year).

10.0 DISCIPLINE AND DISCHARGE

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

11.0 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>).

12.0 WORK ENVIRONMENT

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The work environment and materials provided to the Accessible Education Center GEs include the following:

GE Assistance

12.1 Workspace

The Accessible Education Center (“AEC”) provides a shared office space for our two GE’s with working locks on doors, and safe and appropriate furnishings, some of which are securely affixed to the walls (i.e. overhead bins, desktops). GEs are provided this shared office, and each GE will be issued a key to the office and to the Oregon Hall 164 office suite door. When meeting with students each GE will have a confidential meeting space (based on scheduling office hours that are not in conflict with each other).

12.2 Private Meeting Space

When meeting with students each GE will have a confidential meeting space (based on scheduling office hours that are not in conflict with each other).

12.3 Access to Telephones and Computers

GEs in AEC will have access to telephones (including long distance access codes), computers with appropriate software, and other equipment necessary to carry out work assignments. This equipment is available during the office work hours, Monday-Friday, 8:00am-5:00 pm.

12.4 Access to Office Supplies, Photocopies and Printouts

Administrative GEs working in the Accessible Education Center will have access to office supplies necessary to accomplish tasks associated with their assignments as directed by their supervisor. Each GE is provided the AEC copy code to make copies. In addition, if the GE needs to make personal copies, a small charge is assessed to all staff for these personal copies. Printers are available to GEs as needed in their day to day work. There is a fax machine available for business-related faxing as well as a scanner for business related scanning purposes. Access to these supplies is available, at a minimum, during our standard business hours—Monday through Friday, 8:00am-5:00pm.

13.0 ABSENCES

13.1 Notification

If you are unable to attend work as scheduled, you must notify the Director as soon as possible, including, if possible, in advance of the scheduled work assignment. In cases where your absence results in the need for assistance with rescheduling student appointments, or making corrections to your posted schedule, please also contact the Front Desk Manager. In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to the Director using this protocol.

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If you are going to miss more than one work week, 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.

13.2 Make-Up Work

Generally, for duties missed, please check in with the Director to determine when and how the missed work will be made up.

13.3 Planned Absences

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

13.4 GE Sick Leave

Effective January 1, 2016, Graduate Employees receive paid sick leave. For further detail on how this sick leave operates, please refer to Article 28 of GTFF collective bargaining agreement. Some of the important elements include:

- 13.41 GEs will accrue and use sick leave in days.
- 13.42 If a GE is absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, they will be charged a day of sick leave.
- 13.43 GEs accrue two days per each term worked, and will accrue one additional day during their first appointment in an academic year (Fall-Summer); Sick leave is accrued at the start of each term.
- 13.44 GEs can accrue a maximum of ten (10) days of sick leave which can roll over year-to-year.
- 13.45 Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other covered circumstances.
- 13.46 If the department asks a GE to substitute for another GE who is out sick, the substituting GE will earn hourly compensation of 1.5 times their current rate, unless the GE's GDRS, job description, or workload allocation sets aside hours for substituting.
- 13.47 GEs should notify their departments as soon as possible when they have foreseeable sick leave (surgery, etc.).
- 13.48 GEs must record and/or report sick leave on their timesheets which are due on the first Friday of each month.

GE sick leave use will need to be recorded in Banner by the employing department. Due to Banner's design, GEs' sick leave will appear as "hours" but will count as "days." For instance, at the start of an appointment, Banner and DuckWeb will display three hours of sick leave available. The actual time available to the GE is three "days."

13.4 More 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 Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements> .