1.0 General Information

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

The supervisory individual who shall oversee the implementation of this GDRS is: Yousef Alrahmani, MNCH Office and Budget Manager.
2.0 Availability of Graduate Employees

GE appointments are programmatically determined by the faculty. Areas needing GE support are discussed each Spring in an open Department meeting as a regular part of planning for the upcoming academic year.

The number of GE positions available is subject to the budgetary constraints on the Department and the University. The priority is to staff regular required courses and to provide assistance to faculty where needed.

The Department makes an effort to distribute GE opportunities to as many students as possible.

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, 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.

Encourages financial opportunities through such other means as scholarships, work-study, grant funded research assistants.

3.0 Eligibility Requirements

Eligible students for a GE appointment in the UO Museum of Natural & Cultural History are:

Graduate students enrolled in the U of O who are Master’s or Doctoral students.

Graduate students enrolled at the U of O in other departments, but who have demonstrated abilities in areas relevant to the particular GE assignment.

Preference is given to those with demonstrated ability in areas relevant to the particular GE assignment.

The UO Museum of Natural & Cultural History requires that a GE maintain their studies in residency at the U of O during each term of appointment.
4.0 Application Process

Position announcements for the upcoming academic year will be made available to graduate students from any discipline by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the website of the Graduate School.

Positions offered by the Department, which are not included in the Spring term application pool, will be filled by a similar application and selection process as outlined in this statement or other process.

From time to time emergency appointments will be necessary. In such cases, the Department shall consult with the Graduate School to ensure an acceptable procedure. Completed applications shall be returned to the Department by the deadline specified on the announcement.

Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

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

5.0 Appointment Selection Process

Recommendations for appointment and reappointment shall be made to the Department Head by the UO Museum of Natural & Cultural History Committee.

The standing committee of the department will be made up of at least three members: the Division Head, the Associate Director (or senior staff member from the hiring division), and the Office & Business Manager.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:

General criteria regarding appointments for the particular types of work assignments available within the Department, and

Specific criteria relating to the specific GE work assignment.

Candidates will be rank-ordered based upon these criteria.

Consideration will 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.

For those GE positions where the GE is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Department Head.

If no qualified students apply or are available for a particular position, the Department Head or Committee may decide to reopen the application process for the position.

Generally, the same process will be repeated. However, the department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see section 4).

### 6.0 Appointment and Reappointment

Preference shall be given to:

- Graduate students enrolled in the U of O who are Master’s or Doctoral students.

- Each year, a certain number of GE positions are reserved for incoming graduate students. Competition for those positions shall be limited to the pool of incoming students.

- Likewise, a certain number of positions shall be reserved as reappointment positions.

Academic credentials:

- "Academic Promise" of incoming students as evidenced by previous degrees and grades, test scores, etc.

- "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required whether they are applying for an initial appointment or for reappointment (See 9.0.). However, this is a minimal requirement. Candidates will be ranked based on academic achievement.

Previous experience:

- For teaching GE positions, previous teaching or previously taking the course where the GE position is offered.

- For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
Interest, desire and prediction of performance may be considered in lieu of previous experience (6.3.1 & 6.3.2) based on the GE's application as a whole.

Recommendations from academic or work supervisors.

Interview, personal, or application statements.

Financial need will not/will be considered (except, may be used in evaluating two or more equally qualified candidates).

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.

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.

Reappointments are not automatic, nor are they guaranteed. In cases of reappointment, the maximum number of reappointments shall be:

- 2 years for MA students, and
- 3 years for Ph.D. students.

In the case of the continuation of the same position, the UO Museum of Natural & Cultural History may decide to continue with the same GE in the position without any new announcement of the position.

Performance Evaluation

GEs in the UO Museum of Natural & Cultural History will be evaluated at the end of every term using the criteria set forth above.

7.0 Workload

GEs are appointed in the UO Museum of Natural & Cultural History at the following full time equivalent levels (FTE) and corresponding total workloads.

- 0.30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
-0.40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
-0.49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

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.

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time serving at registration, etc. in addition to time spent actually teaching.

The distribution of workload among work assignment 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.

Where 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.

8.0 Work Assignments

The UO Museum of Natural & Cultural History typically has 2 types of GE work assignments as follows.

-Teaching positions: none at this time.
-Non-teaching positions:
  Archaeological Research Assistant
  Anthropological Collections Research Assistant.
  Condon Collection Curatorial Assistant.
  UO Campus Relations GE.

9.0 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. 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.

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 representative may also be contacted: Yousef Alrahmani – Office and Business Manager 346-7774, and Jon Erlandson – Executive Director 346-5115.
Other resources on campus to report such information include the Office of Environmental Health and Safety, 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: (Room 103) Front desk area at the Museum of Natural and Cultural History – 1680 East 15th Avenue.

10.0 Satisfactory Progress Toward the Graduate Degree

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, an individual appointed as GE should be 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 degree program, whether or not they hold a GE position. For GE’s, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. 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. The GE’s progress toward the degree is assessed based on criteria established by the GE’s graduate program, regardless of where the GE is employed.

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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: https://gradschool.uoregon.edu/policies-procedures/satisfactoryprogress

The UO Museum of Natural & Cultural History is an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE’s graduate program. See that program’s website, handbook and GDRS for more information on satisfactory academic progress criteria.

11.0 Discrimination Grievance Procedures
To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Employees 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

Workspace
The GEs will be employed in secure shared office spaces of the Museum of Natural and Cultural History. They will be provided with a desk or laboratory space as necessary, as well chairs and storage space as necessary. All furnishings will be appropriate to nature of work and in operational and safe working condition.

Private Meeting Space
GEs at the MNCH will be working in open lab and shared office spaces. All GEs are non-teaching, research-based and therefore are not required to meet with students. Upon request, private meeting space can be arranged for the GE’s use in the MNCH Conference Room during standard working hour of 9am to 5 pm, Monday through Friday.

Access to Telephones and Computers
All GEs employed by the MNCH will have access to a telephone for necessary work use. These phones are part of the shared workspace where they will perform most of their work. GEs will also have access to fully functional computers equipped with all software necessary for assigned research. GEs shall have access to telephones and computers during GEs standard working hours as agreed upon with supervisor.

Access to Office Supplies, Photocopies and Printouts
All GE’s employed by the MNCH will have access to all necessary office supplies and office equipment as required to perform assigned research tasks. This will include, but not be limited to, a photocopy machine, a fax machine, printer, and paper, specified office supplies for archiving, and other specialized equipment or supplies. These supplies and equipment shall be made available during GEs standard working hours as agreed upon with supervisor, and shall be provided at no personal cost to the GE and does not preclude limitations placed upon the supervisors or instructors of record.

13.0 Absences and Sick Leave

ABSENCE NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify your direct supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. To the extent possible, provide the department with information about where you left off.
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 direct supervisor and the Graduate School using this protocol.

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.

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

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

MORE INFO. 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](http://hr.uoregon.edu/er/labor-agreements)