General Duties and Responsibilities for
Community Service Center
Academic Year 2016-17

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1.0 GENERAL INFORMATION

1.1 The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs 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 GTFs and this GTF hiring unit. This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

The individual who shall oversee the implementation of this GDRS is Megan Smith or Robert Parker, Co-Executive Directors, Community Service Center (CSC)

Date of this GDRS Revision: July 2016
Effective Academic Year: 2016-2017

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

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

The CSC makes an effort to distribute GTF opportunities to as many students as possible. CSC encourages financial opportunities through such other means as scholarships, work study, and grants.

2.2 Academic Year Appointments

Regarding the availability of GTF appointments for the upcoming academic year:

- GTF appointments are programmatically determined by the Principle Investigator and approved by
Projects needing GTF support are typically considered when a Principle Investigator prepares funding proposals.

In recent years, the Community Service Center has offered GTF positions for both project and program specific needs. CSC does not hire GTFs in the summer unless grant funding is available to cover the costs.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

3.1 Students eligible for a GTF appointment in this GTF employing unit are all students enrolled in the Department of Planning, Public Policy and Management (PPPM) master’s programs in community and regional planning, nonprofit management, and public administration.

3.2 Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF positions in this employing unit. In all cases, preference is given to the PPPM department’s own students.

3.3 Specific experience or credentials required is determined on a case-by-case basis based on the needs of the project or program. These criteria are described in each individual position posting. GTF appointments in this unit are typically an opportunity for students to gain useful experience and therefore the positions are often professionally demanding. Factors that may be considered in GTF hiring include academic performance, previous coursework, and related work experience.

3.5 The Graduate School requires that students be enrolled for and successfully complete a minimum of nine (9) graduate credit hours towards their degree during each term of a GTF appointment. Further, students shall be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 7). In addition, this unit requires that GTFs maintain their studies in residency at the UO during each term of appointment.

APPLICATION PROCESS

3.6 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:

- Position announcements for open positions are made after funding for a position has been secured. At that time, a position posting will be made via the Graduate School’s "GTF Openings" page, as well as with the Graduate Teaching Fellows Federation office.
- Position announcements for open positions will be made when funding for the position has been secured.
- At that time, a position posting will be made via the Graduate School’s "GTF Openings" page, as well as with the Graduate Teaching Fellows Federation office. In addition, the announcement will be posted to the PPPM Graduate listserv and a hard copy will be posted in the PPPM mailroom by the graduate student mailboxes.

Generally, the application process includes submitting a resume and cover letter address the students’ qualifications in relation to the job announcement. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

3.7 Emergency Appointments

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways: 1) Position announcements for open positions are made when funding for a position has been secured, 2) a position posting will be made via the Graduate School’s "GTF Openings" page, as well as with the Graduate Teaching Fellows Federation office, and 3) the announcement will be posted to the PPPM Graduate listserv and a hard copy will be
posted in the PPPM mailroom by the graduate student mailboxes.

4.0 APPOINTMENT AND REAPPOINTMENT

4.1 In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes one of the Executive Directors of the CSC, the Principle Investigator, and a member of the CSC faculty/staff. Also in accordance with the CBA:

- GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF 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 GTF 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, as well as general criteria for any appointment, general criteria based on particular types of work assignments available within the GTF employing unit, and specific criteria relating to the particular GTF work assignment.

4.2 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 GTF and the faculty person with whom the GTF will work.
- While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

**Previous Experience**
- For teaching GTF positions, having previously taught or taken the course where the GTF position is offered.
- For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

**Interviews**
- Finalists may be interviewed and evaluated based on their performance and responses.

4.3 Assignment Related Criteria include specific qualifications based on requirements and preferences cited in the position announcement.

4.4 All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 2 above for how to access these position announcements). See the position announcements for details. CSC GTF appointments are typically an opportunity for students to gain useful experience and therefore the positions are often professionally demanding. Appointment decisions will be based primarily on the applicant’s qualifications, and awarded based on merit.

4.5 Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.
4.6 If no qualified students apply or are available for a particular position, the selection committee or CSC Director may decide to reopen the application process for the position. Generally, same application process described in Section 4 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. (Also described in Section 4).

4.7 Performance of GTFs in this employing unit are evaluated:
- At the end of every term for Performance evaluations are conducted by the Principle Investigator and reviewed by the CSC Executive Director. The criteria used for evaluation include:
  - Knowledge: How knowledgeable is the GTF in his/her field? How is the GTF working to acquire new knowledge?
  - Application of Knowledge: How well does the GTF identify problems or opportunities? How does the GTF apply strategies for dealing with those issues?
  - Teamwork: How well does the GTF work with others? How much does the GTF contribute to common goals?
  - Reliability: Does the GTF perform high-quality work with adequate supervision?
  - Leadership: Is the GTF a good role model for other employees and students?

The supervisor conducting the evaluation confidentiality discusses the GTF’s performance with those who are working closely with the GTF, including but not limited to other CSC researchers.

4.8 A GTF 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 GTF of deficiencies in their work performance or progress toward the degree.

5.0 WORKLOAD AND 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 Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

5.1 In this GTF employing unit, GTFs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:
- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

5.2 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. GTFs 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 GTF assignment types in this unit.

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

5.3 Duties by Work Assignment
Research Assistant: Specific tasks for a GTF assignment will be identified in the position announcement and in the scope of work included in the funding contract/grant. Workload includes performance of all duties of the work assignment as best as can be determined based on the specific tasks written in the
specific scope of work relating to a GTF assignment. 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 GTF will be required to fulfill that specific time commitment.

6.0 HEALTH AND SAFETY INFORMATION

6.1 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 541-346-8316 or visit http://orm.uoregon.edu.

All University of Oregon employees, including GTFs, 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 GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor’s Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF 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 GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers’ compensation information and forms are available: http://orm.uoregon.edu.

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/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF'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 GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF 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 GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF 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.

6.2 Safety Information

The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S 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.
The University of Oregon Safety Policy may be found in the library: http://policies.uoregon.edu/content/a-z-policies/s.

6.3 Reporting Safety Hazards
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Julie Foster, 541-346-3889, jdfoster@uoregon.edu

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).

6.4 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) & 1st aid supplies: Zudegi Giordano, PPPM Building Manager, 119 Hendricks Hall

6.5 Required safety training and appropriate departmental record keeping:
All CSC GTFs shall obtain a driver certification card from UO Parking and Transportation. CSC will require GTFs to complete van driver training on a case by case basis.

7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE
Because a GTF 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 GTFs 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 GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by the GTF’s graduate degree program, regardless of where the GTF is employed.

7.1 Graduate School Minimum GPA
During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF'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 toward a graduate degree: https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress

This GTF employing unit is an administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information. See that program’s website, handbook and GDRS for more information on satisfactory academic progress criteria.

8.0 DISCRIMINATION GRIEVANCE PROCEDURES
To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, http://aaeo.uoregon.edu/
9.0 WORK ENVIRONMENT
This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement. Information detailing this unit's GTF work environment can be found below. The Community Service Center saves all project documents to the CSC server: \files.uoregon.edu\aaa\institutes\csc\.

9.1 Workspace
Each Community Service Center (CSC) GTF will be provided a workstation which will include at a minimum a desk and a chair. In most cases these will be dedicated workstations, but it may be necessary for workstations to be shared with another GTF or student employee. GTFs may coordinate with each other on the placement of desks in the workspace. Any other changes or upgrades to the workstation must be approved by the CSC Executive Directors.

9.2 Private Meeting Space
The GTF workspace is a shared space. If there is a need for a private space in which to conduct a meeting that cannot be accommodated in the shared workspace, please contact the CSC Grants Administrator to arrange for an appropriate private meeting space.

9.3 Work Hours
CSC GTFs may work a flexible schedule, either in the CSC building or elsewhere as necessary. GTFs are encouraged to consult with their supervisor to determine appropriate work hours depending on the needs of their particular project.

9.4 Access to Telephones and Computers
The CSC does not provide a telephone in the GTF workstation. If GTFs have a need to use a telephone other than their personal cell phones they should make arrangements with the CSC Grants Administrator.

If requested, the CSC can provide a GTF with a computer and monitor. In most cases these will be dedicated computers, but it may be necessary for computers to be shared with another GTF or student employee. CSC computers are managed by the CSC Grants Administrator in conjunction with the IT support staff at the School of Architecture and Allied Arts. Please address any computer needs or concerns to the CSC Grants Administrator.

GTFs may elect to use their own laptop computer provided they follow the University’s Acceptable Use of Computing Resources Policy found at https://it.uoregon.edu/acceptable-use-policy.

GTFs shall utilize and store all CSC related digital project files on the CSC file server. CSC will provide all GTFs with server access. Instructions for how to access the server are available at https://it.uoregon.edu/aaacs/aaafileserver.

If a GTF assignment requires specialized software, the CSC will provide it to the GTF as needed.

9.5 Access to Office Supplies, Photocopies and Printouts
There is a small supply closet located in the GTF workspace with general office supplies. Please contact the CSC Grants Administrator for additional office supplies that are not available in the GTF workspace. GTFs are NOT to purchase any supplies without prior approval from the CSC Grants Administrator. Most supplies can be directly ordered and the turnaround time is typically 24-hours.

The GTF workspace is currently equipped with one shared (networked) printer.

GTFs have access to the PPPM department photocopy machine and fax machine for project work related needs only. To access the copier and fax machine, please see CSC Grants Administrator for the project access codes.
10.0 ABSENCES

10.1 Notification
If you are unable to attend work at the scheduled time or to attend a class/meeting as scheduled, you must notify your project advisor as soon as possible. If possible, notification shall be made in advance of the scheduled work assignment, meeting, or class that you are unable to attend. Do not cancel the class or meeting without permission from your supervisor. To the extent possible, provide the department with information about where you left off. If you are able, please attempt to reach your supervisor by both phone and email.

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 project advisor 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 GTF and the department on any adjustment due to the GTF’s absence.

10.2 Makeup Work
Generally, for duties missed, please check in with your project advisor to determine when and how the missed work will be made up.

10.3 Planned Absences
If you are planning an approved absence during any working days of the term, be sure to notify your supervisor as soon as possible.

10.4 More Information
For more information about GTF 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/laboragreements