

# General Duties and Responsibilities for Counseling and Testing Center Graduate Employees 2017-2018

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### 1.0 GENERAL INFORMATION

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

Shelly Kerr, Director and Training Director of University of Oregon Counseling & Testing Ctr.

DATE OF THIS GDRS REVISION: February, 2017

EFFECTIVE ACADEMIC YEAR: 2017-18

#### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by the University of Oregon Counseling and Testing Center. 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 University Counseling and Testing Center.

This document and its amendments may be viewed or printed from the graduate school website.

This document does not apply to work-study, hourly student employees or other staff hired in the Counseling and Testing Center.

### 2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments are programmatically determined by the Director of the Counseling and Testing Center. 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.

This GE employing unit makes an effort to distribute GE opportunities to as many students as possible. In recent years GE positions have been offered by the UCTC to provide direct student support and to continue developing intervention programs. Two years ago we also added an assessment GE to assess the effectiveness of our services and perform program review.

The availability of GE appointments for the upcoming academic year is usually determined April – May.

In recent years, GE assignments during the academic year in this GE employing unit have included Administrative GE's.

### 3.0 APPLICATION AND ELIGIBILITY REQUIREMENTS

#### *Eligible students for a GE appointment in Counseling & Testing Center*

Due to strategic alliances with academic departments, all of our GEs are hired from those enrolled in the Counseling Psychology graduate program. If no qualified graduate students in Counseling Psychology are available, the position may remain unfilled or may be filled by qualified graduate student in other relevant departments.

In addition, the Counseling & Testing Center requires that a GE maintain their studies in residency at the U of O during each term of appointment. The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

#### *Experience or credentials required in order to be considered include*

- Possess the ability to effectively relate to the student population we serve
- To comply with agency expectations regarding clinical paperwork and administrative duties  
Demonstrate a commitment to multicultural organizational development and multicultural competence.
- Previous clinical/intake/outreach/program assessment experience as relevant to individual positions.

#### *Students will be considered in the following order*

For strategic alliance GE positions, preference is given to those graduate students enrolled in Counseling Psychology.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

Up to two years of reappointment for either doctoral or masters level GE's. Reappointments will be based on evaluation of previous work in GE position and academic standing. It is rare for a GE to be

offered a third year of reappointment at the UCTC with decision based on exceptional GE performance and with academic program consultation.

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).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

This unit routinely posts its positions via the Graduate School's "GE Openings" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students by posting announcements to the Graduate School and Counseling Psychology Department. A brief description of the position's duties and responsibilities, FTE, workload, appointment, and reappointment qualifications will be included in the announcement.

Positions offered by the UCTC, which are not included in the spring term application pool, will be filled by following the same application and selection process as outlined in this statement with an identifying statement of the new submittal date.

From time to time, emergency appointments will be necessary. In such cases, the UCTC will post notices with appropriate departments and solicit application similarly.

Completed applications shall be turned into the UCTC by a specified deadline listed in each posting.

- Applicants must send a separate letter of interest, resume or vita, and two letters of recommendation for each position for which they are applying.

Each candidate will be sent communication notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

#### 4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least two members includes: GE Program Supervisor, and another UCTC staff member. Recommendations for appointment and reappointment will be made to the Director of the Counseling and Testing Center (or the Director's designee) and by the GE Supervisor.

The selection committees for Counseling and Testing Center new GEs will comprise of Counseling and Testing Center staff as appointed by the Director (or their designee) of the Counseling and Testing Center including the program coordinator who will be supervising the specific GE.

This hiring unit has in recent years had non-clinical summer term appointments.

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

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.

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, 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.

*For an Administrative GE*

In the case of the continuation of the same position, the Counseling and Testing Center may decide to continue with the same GE in the position without a new announcement of the position. GEs will be reappointed to a third year in the same position only when they demonstrate advanced skills relevant to the position (clinical, outreach, program administration, and assessment/research) as well as advanced abilities in the areas of initiative, leadership, and autonomy.

**Qualifications:**

For the position of Alcohol and Other Drug/Collegiate Recovery Center (AOD/CRC) Specialist:

- Ability to coordinate support for AOD and CRC programming
- Ability to relate to and develop rapport with students, campus partners, and UCTC staff
- Ability to facilitate educational workshops
- Ability to facilitate seminars and small group discussion
- Ability to conduct needs assessments and to develop, administer, and interpret program evaluation, outcome, and satisfaction measures
- Demonstrated initiative, creativity, autonomy, interpersonal skills, and leadership qualities
- Demonstrated commitment to multicultural organizational development and multicultural competence
- Demonstrated strong written and oral communication, collaboration, leadership and organization skills.

For the position of Programming Specialist – Outreach:

- Ability to design, implement and evaluate education and prevention programs, especially programs relevant to underserved populations
- Demonstrated initiative, creativity, autonomy, communication skills, and leadership qualities relevant to developing and implementing education and prevention outreach programs
- Ability to conduct needs assessment and to develop, administer, and interpret program evaluation, outcome and satisfaction measures
- Ability to relate to and develop rapport with students, campus partners, and UCTC staff
- Demonstrated commitment to multicultural organizational development and multicultural competence

- Demonstrated strong interpersonal communication skills including written and oral communication, collaboration, leadership and organizational skills

For the position of Assessment Specialist

- Foundational knowledge and understanding of research methods and statistical analysis
- Ability to use SPSS, create graphs, and work with existing data
- Ability to develop, administer, and interpret measures pertaining to program evaluation (e.g., needs assessment and outcome and satisfaction measures)
- Ability to relate, connect and work collaboratively with students, campus partners, and UCTC staff
- Ability to support UCTC assessment efforts and provide consultation to UCTC staff and trainees
- Demonstrated strong written and oral communication skills, including ability to write literature reviews and assessment reports and present on assessment efforts and research findings
- Strong leadership and organization skills
- Demonstrated initiative, creativity, and autonomy
- Demonstrated commitment to multicultural organizational development and multicultural competence

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

Performance of GEs in this employing unit are evaluated at the end of each term

GE's in the Counseling & Testing Center will be evaluated in writing twice a year (Fall and Spring terms) and provided verbal feedback only twice a year (winter and summer) by their supervisors. The criteria used for evaluation is found in section 7.0 under each specific position and on the UCTC GE evaluation form.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads for fall-spring appointments: .49 FTE  
Summer GEs are appointed at varying FTE levels

5.0 WORKLOADS 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 GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

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 this unit.

NOTE: In this GE employing unit, GEs are most commonly appointed at a .49 FTE (Up to 215 hours per term or up to 645 hours per academic year).

#### *Administrative GE's*

##### **Responsibilities:**

##### AOD/CRC Specialist (.49 FTE)

- Assist in coordination of CRC program and services
- Assist in marketing and promotion of AOD/CRC programs and services
- Coordinate and facilitate AOD educational programming
- Facilitate seminars for CRC members
- Coordinate UCTC AOD team meetings
- Networking and tabling events (e.g. attend student organization meetings, campus events, tabling for orientation events, interact with student groups)
- Supervise and mentor CRC student employees and interns, as needed
- Assist in the development, administration, and interpretation of measures pertaining to program evaluation, in collaboration with assessment team (e.g. needs assessment and outcome and satisfaction measures, focus groups, etc.)
- Assist in presentation of data from AOD/CRC programs and services
- Organize and analyze existing program and participant data and communicate results
- Identify, review and communicate about literature relevant to AOD and recovery centers
- Staff the CRC as scheduled
- Participate in AOD/CRC and other assigned department and University meetings
- Administrative duties relevant to AOD/CRC role
- Participate in ongoing individual supervision

##### Outreach Specialist (.49 FTE)

- Outreach provision (although focused primarily on underrepresented students, outreaches may also involve activities that are not specifically targeted to these populations):
  - Facilitate relationship-building and psychoeducational programming and services to underserved campus populations
  - Provide workshops and programs on mental health topics
  - Networking and tabling events (e.g. attend student organization meetings, campus events, tabling for orientation events, interact with student groups)

- Design, implement, and evaluate education and prevention programs, especially relevant to underserved populations
- Assist with preparation and planning for outreach activities coordinated by UCTC outreach team and Student Advisory Board members.
- Assist in marketing and promotion of outreach programs
- Identify, review, and communicate the literature and research relevant to developing, implementing and evaluating education and prevention outreach programs
- Assist in the development, administration and interpretation of measures pertaining to program evaluation, in collaboration with assessment team (e.g. needs assessment, outcome and satisfaction measures, focus groups, etc.)
- Assist in presentation of data and results collected from program evaluation and outreach efforts
- Supervise and mentor Student Advisory Board members and student interns
- Administrative duties relevant to outreach role
- Participate in outreach meetings and other assigned department and University meetings
- Participate in ongoing individual supervision

#### Assessment Specialist (.49 FTE)

- Participate in ongoing individual supervision
- Participate in UCTC staff meeting/staff development activities and other assigned department and University meetings
- Participate in consultation with UCTC staff, trainees, and other UO staff as necessary to provide support for assessment and research projects
- Collaborate with Outreach and AOD/CRC GE's to support program evaluation and assessment efforts (e.g., coordinate, facilitate, and lead "working" meetings focused on assessment and program evaluation)
- Coordinate and lead assessment-related meetings with UCTC staff and trainees
- Participate in UCTC and UO assessment activities, including:
  - Identifying, reviewing, sharing, and communicating about literature relevant to assessment and research projects
  - Development, administration, and interpretation of measures pertaining to program evaluation (e.g., needs assessment and outcome and satisfaction measures)
  - Analysis and interpretation of existing data
  - Presentation of assessment efforts, relevant data, and results
  - Writing literature reviews, assessment/research reports, and IRB proposals
- Complete administrative duties relevant to assessment role

## 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 346-8912 or 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: Rod Keck, Administrative Services Coordinator at 346-3227.

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

All emergency procedures and protocol are identified in the Policy and Procedure Manual of the Counseling and Testing Center, including use of panic buttons. Evacuation plan are articulated at orientation and posted on hallways. First aid supplies are available at the front desk.

No need for personal protective equipment at this GE hiring unit.

### 7.0 SATISFACTORY PROGRESS TOWARD 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 GE employing unit is an administrative, non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

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

### 8.0 DISCRIMINATION GRIEVANCE PROCEDURE

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 GEF Collective Bargaining Agreement.

Work environment resources for GEs are listed in our Policy and Procedural Manual located at the UCTC and distributed to GE's upon first week of employment.

Workspace: All GE's are provided office space and keys to the Counseling & Testing suite. Some office space is shared with other GE's as schedule allow.

Access to Telephones and Computers.

All GE's are provided access to telephones, long distance codes, and computers. Computers are available in the workroom or individual offices and are available 24/7.

Access to Office Supplies, Photocopies and Printouts.

All GE's are given access to office supplies, fax machines, scanners and photocopiers.

## 10.0 ABSENCE NOTIFICATION PROCEDURE

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a client/UCTC meeting/appointment as scheduled, you must notify your direct supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. If you have clinical appointments that day, make sure to also inform the UCTC front desk staff, Clinical Director and Assistant Clinical Director as soon as possible. If you know in advance please reschedule your own clients and get coverage for assessment/triage appointment. If it is same day or you are incapable of doing so due to illness or other emergency, please be clear with front desk staff about having them cancel your client appointments and taking care of triage/assessment coverage. To the extent possible, provide the department with information to assist in having your responsibilities taken care of while you are out of the office. If you are able, please attempt to reach your supervisor by both phone and email (the Director of UCTC in the absence of your program supervisor).

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 identified staff above 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 ask for approval from the Director (skerr@uoregon.edu) in advance.

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-GEF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.

#### PAID SICK LEAVE.

Please refer to article 28 (Absences) in the UO-GEF Collective Bargaining Agreement at <http://hr.uoregon.edu/er/labor-agreements>.

The UCTC may request GEs utilize paid sick leave days when the following assigned duties are missed (Please note: the list is not exhaustive.)

- initial assessment
- client session when a reasonable attempt to reschedule is not made before next anticipated appointment
- group therapy
- group supervision (supervision with more than just the GE and supervisor)
- clinical team
- workshops, presentations, and facilitations that cannot be rescheduled (e.g., Be Well Wednesdays)
- meetings in which the GE plays an integral role and meeting cannot be made up
- missed deadlines and other times when work cannot be reasonably made up

Notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, medical appointment, etc.). Contact your supervisor when you are sick or have a medical appointment. Your supervisor will determine if utilization of paid sick leave is required. If paid sick leave is required, your supervisor will notify you and copy Turi Holte and Shelly Kerr, via email.