

# GRADUATE EMPLOYEE GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

## LABOR EDUCATION AND RESEARCH CENTER

2017-18

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### **1. General Information**

The purpose of this statement is to clarify information concerning Graduate Employees (GEs) offered by the Labor Education and Research Center (LERC). 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 statement details the specific relationship between GEs and LERC and does not apply to work-study or other staff hired in LERC.

This document and its amendments may be viewed or printed from the Graduate School website. Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon.

The supervisory individual who shall oversee the implementation of this GDRS is: Robert Bussel, LERC Director.

### **2. Availability of Graduate Teaching Fellowships**

LERC employs GEs on an academic year basis contingent upon the availability of funding and special program needs. At times a GE is hired for a limited FTE and for a limited period of time (one or two terms or portions thereof). The limited nature of the employment and the nature of the

work are explained in position announcements and in the interview process. The FTE is adjusted to the size of the project and the GE's availability.

### **3. Eligibility Requirements and Application Process**

Graduate students eligible for a GE appointment at LERC are enrolled in a graduate program at the University of Oregon and familiar with qualitative and quantitative social science research, Microsoft Excel and other general office software. Prior experience with employment research and/or course work in labor studies and labor relations is desired. Preference is given to students with experience related to labor law, labor history, industrial relations, labor economics, and occupational safety and health studies.

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. In addition, LERC requires that a GE maintain their studies in residency at the University of Oregon during each term of appointment.

Position announcements for the upcoming academic year will be made by posting for a period of at least 2 weeks with the Graduate School, the GTF Federation, and with relevant departments whose students may have the background and experience necessary for the GE positions. The posting will include a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. From time to time emergency appointments will be necessary. In such cases, the Department reserves the right to fill such a position by referring to resumes on file within the Department.

Application may be made by submitting a completed resume, names of references, and supplemental materials such as writing samples that may be specified in the position announcement. Applications must be submitted by the deadline date specified on the job posting.

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

### **4. Appointment, Reappointment, and Termination**

Recommendations for appointment and reappointment shall be made by LERC's Director and faculty search committee members. Decisions will be based on an evaluation of the candidate's qualifications with respect to previous and current work and academic experience and.

If no qualified students apply or are available for a particular position, LERC's Director may decide to reopen the application process for the position. Generally the same process will be repeated. However, LERC's Director reserves the right to proceed to fill the position as it would in an emergency appointment situation as stated above.

GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8).

Reappointments are not automatic, nor are they guaranteed. In cases of reappointment LERC does not limit the number of reappointments. In the case of reappointment to the same position, LERC may decide to continue with the same GE without any new announcement of the position.

GEs at LERC will be evaluated at the end of winter term by the faculty members supervising them. The criteria will be the same as for the initial appointment. In considering reappointment, the Department will consider performance as well as ongoing research in determining whether to reappoint a GE.

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.

## **5. Workload and Work Assignments**

GEs are appointed at LERC at the following full-time equivalent levels (FTE) and corresponding total workloads. (Article 20).

.20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.

.30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.

.49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

Workload includes performance of all duties of the work assignment. These hours do not refer to actual time spent by a particular GE, but rather what a reasonably competent and efficient GE might accomplish given the same assignment. In addition, workload may vary week to week, but the total hours per term will fall within the designated FTE range. GEs will have designated office hours for a portion of their FTE, which will be set in coordination with the supervising faculty.

Assignments: LERC makes use of GE services in two main ways: research projects and program assistance. Sometimes these functions are distinct and discrete (in the sense that one GE would not engage in both) however both kinds of functions may be performed by the same position.

- **Research Assistant**

The GE will perform duties under the direction of individual faculty members. Such duties will include securing materials related to a subject area, reading the materials, and providing a digest of information to a faculty member. Typically, there will be periods of interaction between the GE and the faculty member. Occasionally the information search requires travel to Salem and Portland. Sometimes field trips for interview purposes are required. Work may require conducting computer and library searches, and the end product of this information gathering function may be a draft digest for an article or teaching material.

- **Program Assistant**

Duties related to program assistance may be performed under the direction of one or more faculty. Usually, one faculty person would be responsible for a given program. GE program activities usually provide opportunities for the GE to learn more about the practical side of labor education. Such activities may include: information gathering, materials preparation, physical arrangements, and assistance with on-site program details. Programs may be held: on campus, off campus but within the metro-area, or outside the metro area. Travel to out-of-metro-area locations is required. Within the metro area a GE may be expected to assist in getting materials and messages to and from the program site. Where a GE's talents and expertise allow, they may

have opportunities to do limited instruction (usually this would be for one to three contact hours).

## **6. Health and Safety**

### **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 (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>.

### **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: LERC's Program Manager, 541.346-2895. 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).

Emergency supplies are located in the second floor restroom. Emergency procedures are posted on the bulletin board outside of the first floor supply room.

### **7. Satisfactory Progress Toward Graduate Degree**

Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment.

For a GE at LERC who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program. GEs should consult with that department's GDRs for more information.

### **8. 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 found online at <http://aaeo.uoregon.edu/content/raise-concern>.

### **9. Work Environment**

The GE at LERC is provided with an office, computer with standard office software, phone, and access to a shared printer and office supplies. Alternatively, or in addition, the GE may use their own laptop computer. If specialized software is required, it will be provided by LERC. Office space may be private or shared but private meeting space will be provided as needed. GEs will have their own dedicated desk, computer, and workspace. GEs work under the direction of the Department's Director and faculty project coordinators. GEs will be reimbursed for any necessary supplies or travel expenses that are pre-approved and directly related to their work as GEs with the Department.

### **10. Absences**

When needing to be absent, a GE is expected to notify their supervisor or other designated faculty/staff member as early as possible and before the first assigned duty on the day to be missed as provided by Article 28 of the GTFF CBA.

If you are unable to conduct your research or other LERC work projects during your normal work hours for a period of two or more consecutive days, you must notify LERC's Program Manager as soon as possible via email or phone. Please include information on 1) when you expect to return to work, 2) the status of any current projects, and 3) identify any work or deadlines that need to be reassigned due to your absence. 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 Program Manager 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 please check in with your faculty 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 LERC's Program Manager 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>

When needing to be absent, a GE is expected to notify their supervisor or other designated faculty/staff member as early as possible and before the first assigned duty on the day to be missed as provided by Article 28 of the GTFF CBA. If you are unable to conduct your research or other LERC work projects during your normal work hours for a period of two or more consecutive work days, you must notify LERC's Program Manager as soon as possible via email or phone. Please include information on 1) when you expect to return to work, 2) the status of any current projects, and 3) identify any work or deadlines that need to be reassigned due to your absence. 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 Program Manager 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.

Generally, for duties missed please check in with your faculty supervisor to determine when and how the missed work will be made up. If you are planning an approved absence during any working days of the term, be sure to notify the Program Manger regarding how to reach you (if possible). More information about GE absences can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.