General Duties and Responsibilities Statement for the
John Yeon Center for Architecture and the Landscape

Table of Contents

1.0 GENERAL INFORMATION ....................................................................................................................... 1
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS .............................................................................. 1
3.0 APPLICATION PROCESS & ELIGIBILITY REQUIREMENTS .............................................................. 2
4.0 APPOINTMENT AND REAPPOINTMENT PROCESS ........................................................................ 3
5.0 WORKLOAD & WORK ASSIGNMENTS ............................................................................................. 5
6.0 HEALTH AND SAFETY .......................................................................................................................... 6
8.0 DISCRIMINATION & GRIEVANCE PROCEDURES ........................................................................... 9
9.0 WORK ENVIRONMENT ........................................................................................................................ 9
10.0 ABSENCES .......................................................................................................................................... 9

1.0 GENERAL INFORMATION

About This Document
The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this hiring unit. 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 Employees Federation. This GDRS details the specific relationship between GEs and the Yeon Center. This document does not apply to work-study, hourly student employees or other staff hired the Yeon Center.

The individual who shall oversee the implementation of this GDRS is:
Roxi Thoren, Associate Dean for Academic Affairs
DATE OF THIS GDRS REVISION: 5/15/17
THIS GDRS COVERS ACADEMIC YEAR: 2017-18

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. 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.

In this GE employing unit, the priority is:
• Preservation of the Watzek House, The Shire, and Cottrell House
• Scholarship on John Yeon and his architecture and landscape design
• Student, faculty, and public engagement in the programs of the Yeon Center and its properties
• Other duties as required for projects and special activities related to the needs of the John Yeon Center
ACADEMIC YEAR APPOINTMENTS
Areas needing GE support are posted each spring as a regular part of planning for the upcoming academic year, or at the beginning of each term as needed.

SUMMER TERM APPOINTMENTS
The Yeon Center may employ GEs in the summer, if a need is identified and funding available.

3.0 APPLICATION PROCESS & ELIGIBILITY REQUIREMENTS

ACADEMIC YEAR APPOINTMENTS
Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways: By email during spring term and posting on both the Historic Preservation Bulletin Board and the Graduate School’s “GE Openings” page.

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

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be posted on the Graduate School’s “GE Openings” page and circulated on email to the historic preservation program student list.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced on the Graduate School’s “GE Openings” page and on email to the historic preservation program student list.

ELIGIBILITY
Students will be considered in the following order:
- Second year master's degree candidates in Historic Preservation
- First year master's candidates in Historic Preservation
- Graduate students enrolled at the University of Oregon in other departments, but who have specific experience/credentials necessary to perform the work assignment.

The Yeon Center has established a maximum number of reappointments for which a student is eligible. These are as follows: 3 academic years for master's or doctoral students.

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 9).

In addition, the Yeon Center requires that a GE maintain their studies in residency at the UO during each term of appointment. The Yeon Fellow will live at the Watzek House in Portland. Please note: A background check is required for residents at the Watzek House as well as signed Memo of Understanding for residency. The house and property are a non-smoking environment and no pets are allowed at the house or property. The GE may have a spouse or partner live with them at the Watzek House and that person will agree to follow
the guidelines of occupancy as outlined in the Memo of Understanding and the care and stewardship of the historic property.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS
In accordance with the CBA, this GE employing unit’s standing committee of at least three members includes:

- The Historic Preservation Program Director
- The Pacific Northwest Field School Director
- One Historic Preservation faculty member (TTF, NTTF, or Adjunct) or Associate Dean or their designee

Also in accordance with the CBA:

- GE(s) will be appointed year-to-year rather than term-to-term, whenever feasible. GE(s) are not employed term-by-term in order to determine whether they are adequately qualified for a GE 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 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.

(A) General criteria include (in no particular order):

- Academic Credentials. For incoming students, this is evidenced by previous degrees and related experience and recommendations. 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 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.

- Previous experience relevant to the GE position in cultural resource management, outreach and educational program experience, and preservation technology.

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

(B) Assignment Type-Related Criteria

- For an Administrative GE:
  - Knowledge of historic preservation protocols and techniques
• Previous experience with caring for historic houses and landscapes
• Strong writing and oral presentation skills
• Ability to work with management team of faculty, technicians and staff members
• Strong familiarity with web site and print production
• Strong research skills, attention to detail, and organization of information

(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

This GE position provides research and administrative support and assistance for the tours, class visits, special events, preservation projects, and related activities of the John Yeon Center properties.

The UO’s John Yeon Center for Architecture and the Landscape is a program of the College of Design at the University of Oregon. The purpose of the center is to provide an opportunity for UO faculty and students, other professionals in the state and region, as well as visiting scholars, to explore critical issues in architecture and landscape architecture as they are informed by the work, writings, designs, and principles of John Yeon. Activities at the Watzek House and The Shire will be concentrated on three major areas: instructional/research purposes, preservation activities, and public awareness/education. (from the 1995 Master Agreement).

The primary properties of the Center are designed by John Yeon: the Watzek House, a 1937 modernist masterpiece and Portland’s only National Historic Landmark residence; and The Shire, a unique, 78-acre work of landscape design in the Columbia River Gorge. The Center was founded in 1995 by Richard Louis Brown to preserve works by the architect and conservationist John Yeon (1910-1994). The George and Margaret Cottrell House, a 1950 Yeon design, was donated to the University of Oregon in 2000. UO Facilities professionals, contractors, college administrators, and staff coordinate preservation projects and events. The GE position is part of a management team for the Yeon Center.

Criteria for selection includes:

• Professional or volunteer experience with historic properties, including landscapes and buildings.
• Demonstrated experience in research techniques and communication skills, especially with writing, grammar, spelling, and editing. Technical writing skills are preferred.
• Ability to communicate and work well with faculty, staff, other professionals, and students in a clear, courteous, and timely manner.
• Well developed sense of organization and ability to follow projects to completion with minimal direct supervision.
• Experience with visual and photographic materials and creating files for archive, digital and print communications, and website content management.
• Familiarity with Macintosh computers. Experience with the Adobe Creative Suite software is desirable.
• Certification to drive university Motor Pool vehicles or the ability to acquire that certification. (Driver’s license and driver certification training required)
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 Sections 3 and 4).

Performance of GEs in the Yeon Center are evaluated annually. Evaluations are performed by:

- Associate Dean of Academic Affairs—Roxi Thoren or designee

The criteria used for evaluation include:
Quality and timeliness of work completed in support of the department (outlined for each position in Section 7-Duties by Work Assignment).

5.0 WORKLOAD & 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 Canvas, 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.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)

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

In this GE employing unit, duties for the following types of GE work assignments are as follows:

GE responsibilities will include:
• Faithfully execute daily, weekly, and monthly protocols as outlined in the Watzek House maintenance handbook. These include, but are not limited to, regular inspections for rot, pests, weather damage and other issues that could jeopardize the Watzek House’s integrity; alerting UO Facilities and Yeon staff person about any heat, water, or other operating necessities; watering of plants; scheduling housekeeping cleaners. Inform Yeon staff person about facilities needs at the Cottrell House.

• Provide on-call response as needed, respond to emerging maintenance issues and notify UO maintenance of emerging issues.

• Maintain the Yeon calendar for events and upcoming preservation project dates.

• Assist faculty members, Yeon management team members, and students with information about access, scheduling, and use of the Watzek House, the Cottrell House, and The Shire for their teaching, research or preservation activities.

• Coordinate class visits to the Watzek House and The Shire. Prepare and provide materials as needed for course support (Watzek plans, Shire maps, etc).

• Conduct tours as needed at the properties including parking arrangements as needed.

• Organize interpretive text materials for future guides as well as assist in preparing brochures and other visitor materials.

• Maintain website with content related to Center programs and preservation activities.

• Assist in the inventory and file preparation of the John Yeon Archives, office files, and the Yeon fileserver. Some materials may be added to the archive in the UO Special Collections or to be stored at the Watzek House.

• Other duties as assigned.

Dates: Fall, winter, spring terms
Employment: 0.4 FTE
Residency: Live-in resident at the Watzek House, Portland, Oregon, with private accommodations in the servant wing of the house and other areas as noted for use.

6.0 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 541-346-8912 or 541-346-8316.

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/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: Historic Preservation Program Director and/or staff at White Stag Block.

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:

- Material Data Safety Sheets are not necessary at the Yeon Center, as dangerous chemicals and essential safety equipment are not used.
- First aid supplies are located in the Watzek House.

Use of Personal Protective Equipment:
N/A

Required safety training and appropriate departmental record keeping:
N/A

7.0 SATISFACTORY PROGRESS TOWARD THE 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 GE’s 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 GE’s, 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 section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

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 Yeon Center 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.
8.0 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.

9.0 WORK ENVIRONMENT
This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Workspace:
The GE’s workspace will be in the Servant Wing of the Watzek House. Each GE will have access to desk space, private meeting space, and storage areas. GEs will also have access to a computer, phone, and office supplies necessary to conduct the GE’s duties.

10.0 ABSENCES
NOTIFICATION: If you are unable to attend work at the scheduled time, you must notify Karen Johnson at karenjj@uoregon.edu, 541-346-3603, or Brooke Freed at bfreed@uoregon.edu as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend.

In the case that you are unable to directly notify Karen Johnson or Brooke Freed, you may designate someone to make your notification and provide the necessary information to them using this protocol. It is important, especially during an extended absence, to try and provide adequate information regarding the status of your work so that any substitute can perform effectively.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. This is particularly critical at the start of the academic year calendar when orientation preparation takes place. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE’s absence.

MAKE-UP WORK: Please check in with your 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 Karen Johnson and inform her 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