This article addresses short and long term absences due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; or bereavement. This article also applies to the birth or adoption of a new child, and to both parents if both parents are GTFs.

Section 1. Notification

Except as provided for in Sections 6 and 7, it is the GTF’s responsibility to complete the duties assigned to him/her in a given term. If it is impossible to report for work to complete assigned duties or meet a class as scheduled, the GTF should notify his/her supervisor or other designated department faculty/staff member (e.g., department head) the day before, if possible, or by 8:00 a.m. on the day to be missed.

Section 2. Missed Class

In the case that the GTF will miss a class, the department may ask that the GTF attempt to find a substitute. The designated department faculty/staff member will also try to find a substitute. Whenever possible, the GTF will provide the department faculty/staff member with information about the class to be covered (e.g., where he/she left off in the previous class).

In no instance shall a GTF be required to pay for a substitute.

If no substitute is found, the department may elect to cancel the class.

Section 3. Missed Duties

Except as provided for in Sections 6 and 7, for duties missed not related to a class meeting, the designated department faculty/staff member or supervisor will work with the GTF to determine when and how the work will be made up.

Section 4. Departmental Policy

Departments/employing units are required to have a GTF absence procedure documented in the GDRS. It may also be cited in the GTF/graduate student handbook, or on its website. The designated department faculty/staff member will be clearly identified in the documented procedure.

Section 5. Coverage for Absent GTFs

When coverage is necessary, the employing unit will notify the Graduate School and the Graduate School will advise the employing unit regarding coverage for an absent GTF.

If a GTF is assigned to cover the responsibilities of an absent GTF and those duties exceed the replacement GTF’s current FTE workload allowance, the covering GTF’s FTE will be adjusted accordingly. Except in addressing
coverage needs resulting from absences pursuant to Section 7, no adjustments will be made that would cause a GTF’s appointment to exceed .49 FTE per term.

Section 6. Graduate School Consultation

If a GTF is going to miss more than one work week, they must contact the Graduate School. The Graduate School will coordinate with the GTF and employing unit on any adjustment due to the GTF’s absence. Prior to reducing a GTF’s FTE, the following factors will be considered: (1) the duration of the absence, (2) the timing of the absence; (3) the GTF’s assignment; (4) the ability of the GTF to perform assigned duties; and (5) whether or not it is feasible to change the assignment of duties within the current term; (6) in the case of an absence pursuant to Section 7, whether or not it is feasible to change the assignment of duties over the course of the GTF’s full appointment period; and (7) the absence’s impact on academic progress is feasible. Where feasible and taking into consideration the aforementioned factors, adjustments to FTE will be applied equitably across all employing units.

If there is no adjustment of FTE under this section, the Graduate School will assist the employing unit and the GTF in determining duty and workload allocation.

Section 7. Family and Medical Leave

In the case that a GTF will be absent for a period of greater than five (5) consecutive working days (one week) he/she may be entitled to the Family and Medical Leave as described in this section.

a) Eligibility
   Any GTF who has been an employee of the University, as a GTF, for at least one term preceding the term in which the leave is requested is eligible for leave according to the above terms set forth in this section.

b) Provision
   The GTF shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve-month period for one or more of the following reasons: (1) the birth of a child and in order to care for such child; (2) placement of child with GTF for adoption or foster care; (3) the care of a spouse (or equivalent in accordance with Oregon state law), child, or parent of the GTF if a serious health condition exists; (4) a serious health condition of the GTF which makes the GTF unable to perform his or her duties. In cases where such leave is five (5) weeks or longer in a single term, such leave may be taken in conjunction with an academic leave of absence.

   A GTF who takes leave for one of these reasons has the right to shift duties and workload in a manner that allows the GTF to take at least two weeks off over the course of the GTF’s full appointment period. If a GTF exercises this right, duty and workload allocation will be determined under Section 6 of this Article. The foregoing two sentences do not affect a GTF’s right under Section 6 to request additional adjustments to his or her duties and/or workload.

c) Notice Requirement
   The GTF shall provide his or her employer with written notice not less than thirty (30) days prior to the date of requested leave, if practicable. In the case of an emergency or unforeseen circumstance, the GTF must give a verbal notice to his or her employer within twenty-four (24) hours of taking leave. In the case of a serious health condition, the University may request medical verification from a healthcare provider and the GTF must provide such verification within fifteen (15) days of the request.
d) Benefits Retention
GTFs appointed at .27 FTE or less shall retain their tuition waiver and the University shall continue to pay health care premiums during the duration of the GTF's leave if the GTF remains enrolled and has or will have performed works representing a minimum of .20 .14 FTE during the term in which family and medical leave is taken. Salary compensation will be adjusted to reflect changes in FTE.

All other GTFs will retain their tuition waiver and health care benefits if they have or will perform work representing a minimum of .20 .16 FTE during the term in which family and medical leave is taken. Salary compensation will be adjusted to reflect changes in FTE.

e) Job Protection
After returning to work after taking leave under these provisions, a GTF is entitled to be restored to the position of employment held by the GTF when the leave commenced, or an alternative position if the position held no longer exists. This provision will not be applicable in the case where the GTF returns in a term under which he or she did not have an employment contract appointment or an expectation of such a contract appointment with the University.

f) Academic Leave of Absence
If a GTF takes an academic leave of absence after the normal filing date for declaring on-leave status, the GTF should contact the Graduate School for assistance in obtaining a complete withdrawal for the term. GTFs who take an academic leave of absence will lose their tuition waiver. A GTF that takes an academic leave of absence can maintain health benefits by paying COBRA premiums.

Section 8. Graduate Student Assistance Fund

The University commits to placing $100,000 annually into a Graduate Student Assistance Fund (“Fund”) for the purpose of assisting graduate students facing financial hardship relating to a Qualifying Event. Qualifying Event is defined as follows: (1) the birth, adoption or foster care placement of a child; (2) pregnancy disability or prenatal care; or (3) to care for a spouse (or equivalent under Oregon law), child or parent who is experiencing a serious medical condition or the student’s own serious health condition. GTFs shall have access to the Fund on identical terms as all other graduate students. The GTFF has the right to appoint a GTF to serve on the Fund advisory committee convened by the Dean of the Graduate School. GTFs denied equal access to the Fund shall be entitled to file a grievance under Article 13. All other Fund disputes shall be resolved through the Fund’s appeal procedures.
OPTION ONE
12/1/14, 2:30 p.m.

Memorandum of Understanding between the University of Oregon President and the Dean of the Graduate School: Graduate Student Assistance Fund

1. PURPOSE

The University of Oregon (“UO”) desires to create a fund that will assist its graduate students facing financial hardship relating to the care of a new child or a medical issue.

2. FUND

On January 1, 2015, UO will establish a “Graduate Student Assistance Fund” (the “Fund”) and will place $100,000 (the “Annual Amount”) into the Fund to be used for awards (“Awards”) to its graduate students between January 1, 2015 and September 14, 2015. On September 15, 2015, UO will replenish the fund with the Annual Amount and will carry-forward amounts remaining in the Fund from the previous year up to $50,000 (this process shall be referred to as the “Annual Accounting”). Going forward, the University shall perform an Annual Accounting every year on September 15th or the next business day thereafter.

3. AWARD ELIGIBILITY

Graduate Students eligible to receive Awards are those students:

(a) Enrolled for at least three graduate credits while in a master’s or doctoral degree program;

(b) Experiencing a Qualifying Event. Qualifying Event is defined as follows: (1) the birth, adoption or foster care placement of a child; (2) pregnancy disability or prenatal care; or (3) to care for a spouse (or equivalent under Oregon law), child or parent who is experiencing a serious medical condition or the student’s own serious health condition (“Cumulatively the latter two events shall be referred to as “Medical Issues.”).

(c) In good academic standing. In determining whether a student is in good academic standing, consideration will be given to the impact of the underlying Qualifying Event.

(d) Not on academic leave.

(e) Experiencing a financial hardship arising out of a Qualifying Event.

(f) Who have not received an Award more than: (1) two times over the course of their academic career in the case of a master’s student; or (2) six times over the course of their academic career in the case of a doctoral student.

(g) Who have not already received an Award associated with the same Qualifying Event.

4. APPLICATION
Graduate Students may apply for an Award by providing documentation sufficient to demonstrate eligibility to the Dean of the Graduate School or his/her designee. Such documentation should include at least: (1) documents demonstrating financial hardship, including an itemized budget describing how the Award will be used in light of the student’s financial hardship. In determining whether a student has demonstrated financial hardship, loss of income caused by the Qualifying Event will be considered, and household income, assets, existing debt, and monthly expenses may be considered; (2) documents describing the Qualifying Event. Depending on the underlying circumstances, students may be required to provide medical documentation verifying the Qualifying Event; (3) the exact amount requested (requests cannot exceed $1,500 in the case of a New Child and $1,000 in the case of Medical Issues); and (4) documents relating to any previous Award requests.

The Dean of the Graduate School or his/her designee shall determine whether the information submitted is sufficient to prove eligibility up to the full amount of the Award requested. If the information presented is not sufficient to prove that the graduate student is eligible for the full amount of the Award requested, the Dean or his/her designee may grant the Award in part or may fully deny the request.

If the information is sufficient to prove eligibility and if Funds are available, requests shall not be unreasonably denied.

5. ADVISORY COMMITTEE

The Dean of the Graduate School shall form a Fund advisory committee (the “Advisory Committee”) and shall appoint members to that committee each year. The Dean shall have discretion regarding the composition of the Advisory Committee except that the committee shall always include at least one faculty member, one staff member, and two graduate students, one of whom shall be appointed by the GTFF. The Advisory Committee will review the Fund and any associated reports, including reports associated with the number of Award denials, in order to assess the Fund’s viability. The Advisory Committee will report its findings and recommendations to the Dean of the Graduate School and the President.

6. APPEAL

If a graduate student’s application is denied in full under Section 4, he or she shall be informed of his or her right to appeal the decision in writing within fifteen days to the Provost or his/her designee. Graduate students have a right to be represented by or consult with an advisor of their choosing, including, but not limited to, a union representative or academic advisor. The Provost’s decision shall be final and binding on all parties.
ARTICLE 21
SALARY

Section 1. At a .50 FTE appointment, a GTF will be assigned employment responsibilities that do not exceed a maximum of 219 hours for the quarter, or with the mutual consent of the GTF and the employing department, program or administrative unit, 656 hours per 9-month academic year.

Workloads for GTFs shall be prorated on the percentage basis of FTE. For example, a GTF appointed at .20 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 88 hours of work per quarter, and proportionately for appointments at other FTEs as follows:

<table>
<thead>
<tr>
<th>FTE</th>
<th>HOURS PER QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>.20</td>
<td>88</td>
</tr>
<tr>
<td>.30</td>
<td>131</td>
</tr>
<tr>
<td>.40</td>
<td>175</td>
</tr>
<tr>
<td>.50</td>
<td>219</td>
</tr>
</tbody>
</table>

Section 1a. During the academic year, minimum FTE assignments of GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them). Minimum FTE appointments shall be:

- 3 credit classes - minimum .40 FTE appointment
- 4-5 credit classes - minimum .49 FTE appointment

For four- or eight-week courses during the summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

- 3 credit classes - minimum .30 FTE appointment
- 4 or 5 credit classes - minimum .37 FTE appointment

Section 1b. GTFs are encouraged to notify their supervisors at any time during the quarter if their GTF assignments require hours in excess of assigned FTE.

Section 1c. GTFs will not be asked to work more than 15% of one quarter's total FTE assignment in any one week, except by mutual agreement of the GTF and the supervisor in advance of such an assignment.

Section 2. Effective September 16, 2012-2014, the half-time (.50 FTE) one quarter salary rate on which stipends for GTFs in the bargaining unit are calculated shall be increased by 5% as follows:

<table>
<thead>
<tr>
<th>GTFI</th>
<th>GTF II</th>
<th>GTF III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>$4090</td>
<td>$4619</td>
</tr>
<tr>
<td></td>
<td>$4359</td>
<td>$4922</td>
</tr>
</tbody>
</table>
Effective September 16, 2013-2015, the half-time (.50 FTE) one quarter salary rate on which stipends for GTFs in the bargaining unit are calculated shall be increased by 5% as follows:

<table>
<thead>
<tr>
<th></th>
<th>GTF I</th>
<th>GTF II</th>
<th>GTF III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>$4151</td>
<td>$4688</td>
<td>$4951</td>
</tr>
<tr>
<td></td>
<td>$4576</td>
<td>$5169</td>
<td>$5458</td>
</tr>
</tbody>
</table>

Salaries paid will be prorated according to percentage FTE of the appointment held. The minimum allowable appointment is .20 FTE for a full quarter.

**GTF I** - Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GTF II or GTF III appointment.

**GTF II** - Regularly enrolled graduate students who have a) master's degree in the same or a field cognate field to their current field, b) successfully completed a qualifying examination toward a doctoral degree, or c) completed 45 credit hours toward a doctoral degree and have written recommendation of the head of their major department.

**GTF III** - Regularly enrolled doctoral students who have advanced to candidacy.

Graduate students transferring from another institution who meet one of the qualifications of GTF II above at another institution and who the University deems to have equivalent experience shall be appointed at no lower than the GTF II level.

GTFs shall be advanced to the appropriate level of the salary scale at the beginning of the term immediately following that during which the criteria for advancement were met.

**Section 3.** Academic and administrative units reserve the right to pay at a higher level, so long as salary equity by level of appointment for GTFs is maintained in the department, program or administrative unit.

**Section 4.** Gross pay shall be stated in each individual GTF’s notice of appointment contract. Monthly gross pay for full months shall be paid as stated in each individual GTF’s notice of appointment contract. Monthly gross pay for partial months’ pay shall be calculated as a fraction of the stated gross pay for full months prorated according to the ratio of working days worked within the contract appointment dates and working days of the particular partial month. Each GTF shall be paid in full each payday for the month or fraction thereof which he/she has worked and which is covered by his/her appointment in accordance with the payroll salary distribution schedule described in Section 4 below. In the event that a GTF appointed for more than one academic quarter decides not to work as a GTF in one or more of the quarters for which the GTF has an appointment, overpayment will be returned to the University by the GTF immediately.

**Section 5.** All GTFs shall be paid no later than the last working day of each month they are employed. (See Appendix J). GTF payroll checks shall be made by direct deposit, with the GTF’s written consent, or available after 8:00 a.m. on the last working day of each month. Pay for those GTFs who receive late appointments and whose payroll documents are consequently late in reaching the Payroll Department will be processed as soon as possible.
# ACADEMIC YEAR APPOINTMENTS

<table>
<thead>
<tr>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
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<td>7/1 - 6/30</td>
<td>12 payments</td>
<td></td>
</tr>
<tr>
<td>9 month</td>
<td>9/16 - 6/15</td>
<td>Sept and Jun 1/2 month; Oct - May full month</td>
<td></td>
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</tbody>
</table>

# APPOINTMENT BY QUARTER

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Start Date</th>
<th>End Date</th>
<th>Payments</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>9/16 - 12/15</td>
<td>Sep and Dec 1/2 month; Oct - Nov full month</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>12/16 - 3/15</td>
<td>Dec and Mar 1/2 month; Jan - Feb full month</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>3/16 - 6/15</td>
<td>Mar and Jun 1/2 month; Apr - May full month</td>
<td></td>
</tr>
</tbody>
</table>

# TWO-QUARTER APPOINTMENTS

<table>
<thead>
<tr>
<th>Two-Quarter</th>
<th>Start Date</th>
<th>End Date</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Winter</td>
<td>9/16 - 3/15</td>
<td>Sep and Mar 1/2 month; Oct - Feb full month</td>
<td></td>
</tr>
<tr>
<td>Winter/Spring</td>
<td>12/16 - 6/15</td>
<td>Dec and Jun 1/2 month; Jan - May full month</td>
<td></td>
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</table>

# SUMMER TERM

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>6/16 - 9/15</td>
<td>June and Sep 1/2 month; July - Aug full month</td>
<td></td>
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</tbody>
</table>