

# General Duties and Responsibilities for Physical Education and Recreation, 2019-20

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## **1.0 GENERAL INFORMATION**

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE 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 Teaching Fellows Federation (GTFF). This GDRS details the specific relationship between GEs and Physical Education and Recreation.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is Brent Harrison, Associate Director for Programs.

DATE OF THIS GDRS REVISION: 4/19/2019

**Effective Academic Year: 2019-2020**

## **2.0 AVAILABILITY OF GRADUATE EMPLOYEES (GE)**

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.

PE and Recreation makes an effort to distribute GE opportunities to as many students as possible.

#### ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined winter term of that year. In recent years only administrative GEs have been hired by PE and Recreation. This unit does not hire GEs in summer.

### **3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS**

#### 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: The Department of Human Physiology oversees the selection of GEs in PE and Recreation, identifying and selecting eligible students prior to the start of each term within which positions are available, from the pool of admitted Human Physiology graduate students. Positions will also be advertised by the Department of Human Physiology, on the Graduate School site.

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

If positions become available outside of the normal appointment cycle or due to emergency, the appointments will be filled exactly as they are for regular term appointments, by the Department of Human Physiology, but the selection of candidates, or advertisement will be made at whatever point in the term that the appointment becomes available.

Preference for a GE appointment in PE and Recreation is given to individuals who have been fully admitted to the Department of Human Physiology master's or doctoral graduate programs at the University of Oregon.

Experience or credentials required in order to be considered include:

Admitted to a graduate degree program, preferably in the Department of Human Physiology. Ability to fulfill the intramural sports duties of the appointment. Ability will be determined by review of declared competencies in the application, letters of recommendation, and/or description of performance in previous similar appointments. The review may include verification of qualifications, experience, performance claimed and a telephone reference audit and/or interview to validate the ability to fulfill the duties of the fellowship.

PE and Recreation has established a maximum number of reappointments for which a student is eligible. These are as follows:

Master's degree students may be eligible for GE appointments for two years of academic study, and then may petition for an additional year through the Associate Director of Programs.

Doctoral degree students may be eligible for GE appointments for three years of academic study, and then may petition for additional years through their academic department.

In addition, PE and Recreation requires a GE maintain their studies in residency at the UO during each term of appointment.

#### **4.0 APPOINTMENT AND REAPPOINTMENT PROCESS**

In accordance with the CBA, PE and Recreation's standing committees have at least three members. There are two different standing committees, each for slightly different functions:

- The standing committee responsible for practicum and education will be comprised of three members from the Department of Human Physiology: Grace Golden, HPHY – Graduate Athletic Training Program Director & Clinical Research Coordinator, and Kim Terrell – Associate Director of Athletic Medicine.
- The standing committee for oversight of the intramural program will consist of the Associate Director of Programs, the Assistant Director of Intramural Sports, and Human Physiology Director of Athletic Training Program.

Also in accordance with the CBA:

- 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.
- 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 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 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. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
- Financial need will be considered in evaluating two or more equally qualified candidates.

**(B) Assignment Type-Related Criteria**

For an Administrative GE:

Certified athletic trainer

**(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).**

See the position announcements for details, but these may include:

Ability to fulfill the intramural sports duties of the appointment. Ability will be determined by review of declared competencies in the application, letters of recommendation, and/or description of performance in previous similar appointments. The review may include verification of qualifications, experiences, performance claimed and a telephone reference audit and/or interview to validate the ability to fulfill the duties of the fellowship.

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.

Performance of GEs in PE and Recreation are evaluated:

- Quarterly (Fall, Winter, Spring)

Evaluations are performed by:

Amanda Deml, Assistant Director of Intramural Sports, PE & Recreation; Grace Golden, Human Physiology

Verbal and written performance evaluations of duties as assigned are given to all GEs at the end of each quarter.

The criteria used for evaluations include:

The evaluators' assessments of the GE's performance of duties as assigned.

## 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 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 PE and Recreation, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

.49 FTE (Up to 215 hours per term or up to 645 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 PE and Recreation, duties for the following types of GE work assignments are as follows:

### DUTIES BY WORK ASSIGNMENT

#### Administrative GE:

- Train, coordinate and mentor undergraduate students as First Responders.
- Responsible for coordinating the HPHY 409 Practicum Program and the HPHY 410 Seminar class.
- Establish emergency procedures.
- Conduct educational in-services for student interns.
- Supervise student competencies.
- Maintain record-keeping system.
- Implement yearly budget.
- Other duties as assigned.

## 6.0 HEALTH AND SAFETY INFORMATION

### **Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.

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 Workplace Injury Report 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 <https://safety.uoregon.edu/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. 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 Safety and Risk Services 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, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/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:

Al Diaz Jr, Assistant Director of Operations

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:**

Evacuation plans are posted throughout the Student Recreation Center (SRC), Gerlinger Hall, and Gerlinger Annex. MSDS are posted and maintained in the SRC Equipment Room. Emergency procedures, location of ice and other first aid supplies, are listed in the PE & Rec Emergency and Safety booklet. This booklet is reviewed, updated, and provided to each PE & Rec employee annually.

### **Required safety training and appropriate departmental record keeping:**

(a) All GEs are required to carry CPR and First Aid Certifications throughout their employment with PE & Rec. Training is available through PE & Rec and records are maintained in the PE & Rec office.

(b) Bloodborne Pathogen training is required. Appropriate response to the exposure of all bodily fluids, including blood-borne pathogens, is included in the PE & Rec Emergency and Safety booklet. GEs who are assigned to clean up after bodily fluids, including blood, will be administered a series of three (3) Hepatitis B immunizations, at the expense of PE & Rec. Records of immunization will be maintained by the Assistant Director for Operations.

## **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 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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: <https://gradschool.uoregon.edu/policies-procedures/satisfactoryprogress>

PE and Recreation 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 Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

## **9.0 WORK ENVIRONMENT**

GE work space will be provided in Student Recreation Center. Arrangements for keys will be made through the Associate Director of Facilities for Physical Education and Recreation.

### **Workspace:**

We have working locks on doors, properly and securely installed partitions and shelving, safe and appropriate furnishings.

### **Private Meeting Space:**

This space is provided in the Athletic Training Room in the Student Recreation Center.

### **Access to Telephones and Computers:**

Telephone and computer access will be provided in Student Recreation Center.

### **Access to Office Supplies, Photocopies and Printouts**

Requests for office supplies, photocopies and printouts can be made through the Executive Assistant in the Student Recreation Center.

## 10.0 ABSENCES AND SICK LEAVE

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Brent Harrison by email and/or phone ([brenth@uoregon.edu](mailto:brenth@uoregon.edu) or 541-346-1047) as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from Brent Harrison. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE).

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 Brent Harrison 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.

COVERAGE FOR TEACHING GEs USING SICK LEAVE.

SUBSTITUTION. The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution.

If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform Brent Harrison so he can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Brent Harrison 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 Brent Harrison 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>.