GTFF PROPOSAL

ARTICLE 8
NONDISCRIMINATION

Section 1. The University and the Union shall not discriminate nor tolerate discrimination on the basis of race, color, ethnicity, religion, gender, gender identity, gender expression, age, national origin, marital status, familial status, parental status, pregnancy status, sex, sexual orientation, disability, height, weight, citizenship status, veteran status, HIV antibody status, political belief, membership in any social or political organization, or any other extraneous considerations, not directly and substantially related to effective performance.

Section 2. The University will not discriminate against a GTF on the basis of Union membership, non-membership, participation in a grievance or complaint whether formal or informal or union activities.

Section 3. The University and the Union agree to abide by federal and state laws and regulations for affirmative action in all terms and conditions of employment.
GTFF PROPOSAL

ARTICLE 9
WORK AGREEMENT/WORK ASSIGNMENT

Section 1. The University reserves the right to assign GTFs those duties and responsibilities that best meet the needs of the institution based upon the qualifications and abilities of the GTF.

Specialized courses, upper division courses, and those courses not traditionally assigned to GTFs will be assigned only after a review of the qualifications of the GTFs. GTFs will be consulted regarding the suitability of the assignment.

Section 2. Each hiring unit shall endeavor to apprise GTFs of available assignments at least four weeks prior to the start of classes, to afford the GTFs an opportunity to indicate their preference of assignments.

Section 3. Course assignments for the following academic year shall be offered to GTFs in a timely fashion to allow for adequate preparation. To facilitate adequate course preparation, each hiring unit shall apprise teaching GTFs of course assignments at least two weeks prior to the start of classes, including the provision of assigned syllabi where applicable. Shorter notice may be necessary due to circumstances including, but not limited to, changes in the courses or course sections being offered, unexpected variations in student enrollment, schedule conflicts, or changes in the availability of staff.

When unexpected variations in student enrollment occur requiring the addition or deletion of course sections, assignments may be changed after students register for classes. An effort shall be made to avoid conflicts between the GTF’s course schedule and his or her GTF assignment.

If course assignments offered in writing are subsequently changed, the hours spent in preparation for the original assignment shall be credited for the purpose of determining workload. If within the year the assignment for which preparation credit was assessed is offered to the GTF, the credited time will again be included in the workload. In no instance will more than twenty (20) hours be so credited - or deducted - in any given term.

Section 4. A GTF has the right to a clear statement of duties that outlines the GTF’s participation in the academic process. At the time of the appointment offer, each department or administrative unit shall provide the graduate student with written instructions on how to access the department or administrative unit’s General Duties and Responsibilities Statement. A GTF may request a meeting with his/her supervisor or department head to obtain clarification of his/her duties and responsibilities. The department or employing unit will
orient the new GTFs to resources utilized to fulfill the appointment at the beginning of each quarter.

Section 5

a) A Fraction Calculation Form will be completed by each supervisor and each GTF that reflects the breakdown of time the individual Employee should expect to spend on an itemized list of employment duties specific to their unique work assignment. This breakdown of time will total the GTFs employment fraction. A meeting(s) will be held with each GTF and direct supervisor to review the Fraction Calculation Form and sign/date the form. A record of all forms will be maintained by the employing unit and kept for a period of not less than 6 years, and available upon request to any GTF or the Union.

If the Fraction Calculation Form is not available at the time of the offering work assignment, the appointing unit will provide the anticipated date by which the fraction calculation form will be available to complete. The employing unit will also designate a contact person in the appointing unit who may answer questions about the form.

b) The Union and/or a GTF has the right to call for a meeting to review the Fraction Calculation Form at any point in their employment. The GTF may bring a Union representative to this meeting(s). Provided there is a substantial variation between estimated time and actual time, the Fraction Calculation Sheet is subject to review through the Grievance Procedure on the question of whether the estimate, and therefore the fraction, was reasonable based on the provisions of this Section. Such a grievance shall begin at Step One, provided the meeting occurs within thirty (30) days following reasonable knowledge of the facts giving rise to the grievance. If in the event that the estimate, and therefore the fraction, was unreasonable, the department or unit will make an appropriate retroactive adjustment in salary and will prospectively increase the fraction to correspond to an appropriate estimate or reduce the time commitment to correspond to the fraction. Other adjustments, if any, shall not preclude the filing of a written grievance.

Nothing in this Section shall preclude the ability of GTFs to notify their direct supervisors at any time during the quarter if their GTF assignments require hours in excess of assigned FTE as provided in Article 21, Section 1(b).

c) Within four months of the end of their employment a GTF has the right to meet with their direct supervisor and/or the future supervisor and/or the head of their employing unit or designee to review and make recommendations for future Fraction Calculations for their specific work assignment(s). Those recommendation(s) shall be put in writing and will be provided to future GTFs with the same or similar work assignment(s) before those future GTFs sign their Fraction Calculation Forms.

d) The Union may ask for a review of an Employing Unit's Fraction Calculation Forms and as a result of this meeting(s) the department shall have future supervisors make any necessary adjustments to Fraction Calculation Forms.
Section 5. Each department or employing unit will prepare a General Duties and Responsibilities Statement (GDRS) describing the conditions under which GTF assignments are made. The GDRS shall include the following information:

a) A general description of the job requirements.
b) The supervisory individual who shall oversee the implementation of the GDRS.
c) Availability of Graduate Teaching Fellowships in the department.
d) Eligibility requirements and application process for appointments.
e) Appointment and reappointment process.
f) Workload and work assignment information.
g) Health and safety information, including any training requirements, use of required personal protective equipment, accident reporting, and workers compensation coverage.
h) Requirements for satisfactory progress towards graduate degree. These criteria must be as specific as reasonably possible and must include objective measures (e.g., GPA, limits on the number of incompletes, and deadlines and/or timelines for passing qualifying exams or proposing one’s thesis).
i) Discrimination Grievance Procedures: To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online (http://aaeo.uoregon.edu/booklet.html). The AAEO will encourage all GTFs attempting to file an employment-related discrimination complaint to contact the GTFF.

The GDRS of each department or employing unit shall include health and safety information. The format for this information will be provided to departments in the GTF appointment manual prepared by the Graduate School. Standard language regarding workers compensation coverage and accident reporting will also be provided to the departments for mandatory inclusion in the GDRS. A format for departments to use (if applicable) to provide GTFs information regarding the following will also be included in the manual:

- Use of personal protective equipment
- Required safety training and appropriate departmental record keeping
- Location of emergency procedures, evacuation plans, MSDS and first aid supplies
- Safe operation of equipment, machinery and tools
- Hazardous waste procedures
- Hazard communication
- Safe handling of radioactive materials
- Excessive exposure to VDTs
- Exposure to blood-borne pathogens

Work load and/or work assignment information shall include course attendance requirements, office hour expectations, registration duties, grading, preparation, meeting with supervisors and/or co-workers, safety training and any other duties included in the GTF work assignment for both academic year and summer term appointments.

GDRS revisions shall be submitted to the Graduate School by May 15 of each year. A copy of the revised GDRS will be forwarded to the GTFF.
Section 6. The Graduate School will make the GDRS available on its website in an easily accessible, electronic format by August 15 of each year. The copy of the GDRS contained on the Graduate School website shall be considered the master copy, and any electronic or non-electronic distribution of the GDRS must be made from this copy. The Graduate School should maintain and allow access to copies of out-of-date GDRSs. At the time of hire, GTFs shall be provided with instructions on how to access the department's GDRS. A GTF may request a meeting with his/her supervisor or department head to obtain clarification of his/her duties and responsibilities. The department or employing unit will orient the new GTFs to resources utilized to fulfill the appointment at the beginning of each quarter.

Section 7. In accordance with Article 31, the GTTFs will be responsible for distribution of the current collective bargaining agreement to GTFs.

Section 8. GTFs who will be required to be at work during periods of academic recess, except during registration period, shall be given no less than thirty-five (35) calendar days written notice. GTFs required to work at special events, conferences, attend retreats, assist in language fairs or perform other similar non-routine activities shall be given fifteen (15) calendar days written notice. When such activities require travel, GTFs are eligible for reimbursement and per diem, in accordance with prevailing rates. In the event of an emergency, and with the mutual agreement of the GTF and the unit head, a lesser notice period can be arranged. If timely notice is not given and the GTF refuses to work during these activities, disciplinary sanctions will not be imposed. When possible, departments and programs will hold meetings at which GTF attendance is required during regular workday hours rather than at night or on weekends.

[Keeping this language but move to new “Paid Leaves” Article]

Section 9. In recognition of the variable or flexible schedules associated with many research projects, GTFs with 12-month or 9-month research appointments shall have the right to take up to 10 days of leave of absence which may be contiguous during their appointment year, provided the procedures outlined in this section are followed. Such leave shall not reduce or otherwise interfere with the GTFs' obligation to fulfill the hours required of their assigned FTE. This provision does not apply to time off for academic employee holidays, research schedule permitting, unless these holidays fall within the period of 10-day contiguous days for which leave is being requested.

Leave dates and duration will be decided by mutual agreement between the GTF and the supervisor as the research schedule permits. To assure adequate consideration, a request for such leave must be made in writing, either electronically or in hard copy, to the supervisor at least two weeks in advance of the beginning of the leave. If mutual agreement cannot be reached, the GTF shall have the right to time off during the last 10 days of their appointment contract, provided the GTF submits a signed document to the employing unit attesting that all FTE requirements have been fulfilled. This document must be submitted two weeks prior to the expiration of the appointment.

This section does not preclude the customary informal arrangements between the research GTF and supervisor to accommodate other absences, as long as the GTF fully meets the duties and responsibilities associated with the assigned FTE for the position.
ARTICLE 10
HEALTH, SAFETY AND WORK ENVIRONMENT

Section 1. Facilities and Services
The University shall provide each GTF with access to facilities and services conducive to carrying out his/her assignment (i.e., teaching, research, or administration) in a professional atmosphere, including reasonable office or desk space; reasonably secure storage space for books, papers, and supplies; and reasonable access to a telephone and computer. Each GTF shall also have reasonable access to private facilities for confering with students and faculty and for other job-related purposes. GTFs shall be provided desk copies of, or electronic access to, all texts required for their assignment. GTFs shall be provided access to work space that is clean, including but not limited to routine emptying of trash and recycling receptacles, vacuuming/cleaning of floors, changing of light bulbs, washing of windows, dusting of furniture and fixtures, etc. Unless otherwise noted in Fraction Calculation Sheets, these cleaning duties shall not be performed by GTFs.

Departments shall develop policies and procedures regarding condition of workspace and access to private meeting space, telephones, computers, wireless office supplies, photocopies, printouts and all other materials required for the GTFs’ work assignments. These policies and procedures shall be documented and made available to GTFs by incorporating them into departmental CTF manuals or graduate student handbooks, by posting the information online, or by creating a document specifically for that purpose. Listed below are practices and standards designed to ensure a safe and appropriate working environment and to serve as reference for specific departmental policies and practices. Departmental policies and procedures shall address at least the categories listed below. Standard working hours for the purpose of this article are defined as Monday through Friday, 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

a.) Workspace
   i. Working locks on doors
   ii. Properly and securely installed partitions and shelving
   iii. Safe and appropriate furnishings

b.) Private Meeting Space
   i. Access to space suitable for private meetings for GTFs with teaching assignments
      either as instructor of record or as lab/discussion leader

c.) Access to Telephones and Computers
   i. Easy and reasonable access to telephones necessary to carry out work assignments
   ii. Easy and reasonable access, at least during standard working hours, to computers
      equipped with software typically provided other departmental staff and as it relates to GTF assignments
      iii. Full wireless access in all workspaces used by GTFs assigned work duties that
           require internet access. Wireless access will not replace the employing unit providing
           computers with internet access.

d.) Access to Office Supplies, Photocopies and Printouts
   i. GTFs working under the direction of an instructor of record (as teaching assistants, lab
      leaders, or discussion section leaders), administrative GTFs, and research GTFs shall
have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. These shall be available at no personal cost to the GTFs and does not preclude limitations placed upon the supervisors or instructors of record.

ii. GTFs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours.

e.) GTF Assistance
   i. Departments with GTFs who work as instructors of record shall specify how GTF assistance for the instructor-of-record GTFs shall be apportioned.

f) Kitchen Facilities
   i. GTFs shall have access to kitchen facilities in their employing unit. These shall include but are not limited to: fridge, microwave, and coffee maker, or equivalent facilities.
   ii. Where other kitchen facilities, supplies, or fixtures exist in employing units for use by other employees, GTFs shall also have access.
   iii. Where any kitchen facilities exist they shall not be taken away. When employing units are relocated GTFs shall retain comparable kitchen facilities as in their previous location.

Section 2. Health and Safety
The University acknowledges an obligation to provide a safe, clean, and healthy environment for its employees and agrees to do so in accordance with any and all applicable local, State and Federal laws pertaining to occupational safety and health.

a) Training: The University shall see that GTFs are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process, or practice which they are authorized to use or apply during the course and scope of their employment. This training will be provided at the employee's regular rate of pay.

b) Equipment: It is the responsibility of the University to provide, at no cost to the GTF, all necessary personal protective equipment (PPE) which is training in the proper use of any issued PPE.

c) The University shall provide for and maintain in safe working condition all tools and equipment required for the execution of GTF duties.

d) If, after reporting to the supervisor that a specific task or assignment may jeopardize personal health or safety, correction is not made, that employee may refuse to perform such activity without penalty until the appropriate health or safety officer has reviewed the situation and made a finding. The University shall notify the GTFF of each determination that is made.

e) When OSHA inspects or plans to inspect University facilities where GTFs work, the Union shall be notified as soon as possible prior to the inspection. A Union official, upon request, shall be allowed to accompany the inspector.
f) The Union shall be afforded representation on the University Safety Advisory Committee.

g) Once the time and location of assignments have been established, a GTF who has security concerns about these aspects of his or her assignment will have until one week prior to the start of classes to submit a petition to the hiring unit stating his/her reason for requesting a reassignment. The hiring unit will prescribe a remedy and/or make an effort to reassign the GTF. If the hiring unit is unable to reassign the GTF or prescribe a remedy acceptable to the GTF, he/she may either accept the original assignment or resign his/her appointment for the term.

A GTF who has resigned his/her appointment following the process outlined here shall be put on a departmental priority reappointment list until the end of the academic year or until another appointment of equal duration is made, whichever comes first. GTFs on the priority reappointment list shall receive first consideration by the department for other suitable appointments before employing new GTFs.

A GTF on the priority list who declines a subsequent appointment offer that is substantially similar to the position which he/she resigned and for which he/she is qualified shall be taken off the priority reappointment list for that term. However, if the GTF does not accept the subsequent appointment offer based on the security concern identified in the above-mentioned petition process, he/she may remain on the priority list by stating in writing that the same security concern still applies.

Section 3. The Union may provide to the University a list in priority order of those facilities and services it believes do not meet the requirements of Section 1 and Section 2 of this Article. Within forty-five (45) days of presentation of the list, the University shall advise the Union of its evaluation of the list and the University's plan to remedy those items which it believes to be deficient.

Section 4. Suppression of electronic publication by the University of information about a GTF shall be by active permission of the GTF.

Section 5. In the event office or work space is temporarily unavailable for use for any reason, the department shall provide temporary alternative workspace for immediate use, or paid leave from work duties.
ARTICLE 17
APPOINTMENT/REAPPOINTMENTS

Section 1. The University appoints GTFs after consultation with departments, schools, and colleges, who make recommendations from among a pool of eligible candidates within their unit. Graduate students have the right to apply for GTF positions in all departments or employing units. There can be no limits on the number of GTF positions for which a graduate student may apply.

Each department and employing unit which appoints GTFs shall have a standing committee, made up of at least three members, to evaluate GTF applications. The standing committee shall rank applicants and shall base rankings and appointments and reappointments on written criteria for selection. These criteria should address issues such as:

a) who is eligible for appointment and how applicants are ranked (e.g., in-department vs. out-of-department students, Master's vs. Doctoral students, initial year vs. continuing students, etc.);

b) what weight is given to previous experience in teaching (in the department or in other departments or institutions);

c) if continuing appointments are possible, what evaluative factors are used (e.g., if previous GTF performance is deemed relevant, how is it to have been evaluated; are academic records as student being used, etc.).

The above are meant to be exemplary rather than mandatory. The intent is that candidates shall be given clear information concerning the framework in which their applications are being considered.

Each department and employing unit must maintain GTF search records (including applicant rankings) in accordance with the Oregon Administrative Rules governing personnel files for student employees. In the event of a grievance related to hiring procedures, this information, redacted in accordance with the Family Educational Rights and Privacy Act (FERPA), will be made available to the University and the Union.

No unit shall have a policy that uses tuition costs or cost of benefits as a factor in hiring decisions for GTF appointments.

Appointment decisions shall be made by the standing committee of the department and shall not be made for arbitrary or capricious reasons. In choosing among candidates, strong consideration may be given to the student's potential in the proposed academic program. Because of this, in academic departments, priority may be given to candidates enrolled in that department's program(s).

While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
If a department or employing unit does not offer a reappointment on the basis of less than satisfactory academic progress toward the degree, the department/unit must inform the student of this in writing, citing the criteria for satisfactory academic progress that have not been met. Graduate students may grieve departmental decisions related to satisfactory progress through the Graduate Student Academic Grievances procedure outlined in the Oregon Administrative Rule, 571-003-1020.

As described in Article 9, each potential GTF shall receive the written appointment or reappointment criteria at the time of application.

The University will send a notice to each candidate for a graduate teaching fellowship of its hiring decision within five (5) working days after the decision has been made. Unsuccessful candidates who wish to obtain additional information regarding the hiring decision shall have the right to make an appointment with the department head or graduate program director.

The University will offer graduate teaching fellowships to graduate students by sending letters of appointment stating the terms of the appointment, including the duration, monthly rate, percent of FTE and level.

At the time of the appointment offer, each department or administrative unit shall provide the graduate student with written instructions on how to access the department or administrative unit’s General Duties and Responsibilities Statement.

Hiring units and GTFs shall both endeavor to complete and sign letters of appointment and other necessary hiring paperwork in a timely manner.

The University agrees to post all GTF job openings for positions in non-academic or administrative units and out-of-department positions with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources.

Section 2. No appointment shall create any automatic right, interest, or expectation in any other appointment beyond its specific terms. GTFs will be employed for not less than the total number of years offered in their initial funding package year-to-year rather than term-to-term whenever feasible. GTFs cannot be employed term-to-term in order to determine whether they are adequately qualifies for a GTF position. Employing units are encouraged to appoint full academic year (fall, winter, spring) appointments whenever feasible. Departments or programs which find that a class or service must be cancelled due to a lack of enrollment or the necessary elimination of a service may layoff affected GTFs in accordance with Article 20. Each department and employing unit in which there is a possibility that GTFs will be reappointed shall include reappointment criteria in their written criteria for appointment (see Section 1).

Section 3. Once an appointment of a GTF has been accepted it may not be rescinded or reduced except for good cause shown. The duration of a GTF appointment is limited to a maximum period established by policies published in the GDRS governing GTF reappointments in the department or school, contingent on satisfactory academic progress and the availability of funds and positions, and providing that the definition that the definition of the position does not substantially change. GTF employment shall not
be discontinued for employment performance unless performance deficiencies warrant non-renewal or termination. Nothing in this section shall preclude the University or employing unit from pursuing discipline or discharge of a GTF as outlined in Article 16 Sec 5.

Section 4. Departments and programs will give priority to GTF appointments. All graduate students employed by the University at .2FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs and/or the creation of new GTF position. This section also applies to the hiring of undergraduate students or other non-salaried hourly workers to positions appropriate for GTFs. Nothing in this article is intended to limit appropriate educational opportunities for undergraduates.

Section 5. Years of funding offered by a departmental employing unit shall be binding and may not be reduced or rescinded except for good cause shown. Other sources of funding obtained by the GTF, either from outside the University or another University employing unit, may not diminish or otherwise effect the duration of the original offer.
ARTICLE 18
SUMMER SESSION

Section 1. Graduate students who do not require academic credit to satisfy program or degree requirements, or who find that needed or required courses are not offered in summer session, may be appointed to summer session GTFs. Those who receive such summer GTF appointments are exempt from the graduate credit enrollment requirement of Article 21.

Section 2. The workload or FTE for summer session appointments will be specified in the summer section GDRS (see Article 9, Section 4). During the summer session GTFs may be appointed on overload at an FTE level that exceeds .49 with the approval of the Dean of the Graduate School. The University will endeavor to make equivalent appointments throughout the University for comparable summer assignments. This agreement establishes minimum pay levels, but not the maximum pay levels that Departments or employing units may pay GTFs during the summer session.

Section 3. During the summer session GTFs shall be compensated in the same manner as they are during the three other terms (see Article 21, Section 1). This includes a full waiver of all summer fees & tuition as described in Article 22. Supervisors, administrators, or any other representative of the university shall not encourage or coerce GTFs to avoid enrolling in summer credits. This includes describing the lack of funds in grants or other University or departmental funds. If this section is violated, GTFs that are encouraged not to enroll shall be reimbursed for any costs incurred, including but not limited to decreases in taxes paid by the GTF. Those departments in violation shall also send notice to all employed GTFs in their department encouraging them to enroll in summer courses if they so choose and will make accommodations for late enrollments.

Section 4. Summer Sandwich: Instructional fee waivers will apply to the summer session for all classes except those with irregular fees
a) for fiscal year appointments;
b) for any academic year appointment within the academic year directly preceding the summer in question (two quarter minimum), when it is the intent of the institution to offer an appointment for the following quarter; and
c) for spring quarter appointments followed by academic and/or fiscal year appointments.
d) for any GTFs whose first term is a summer term

Section 5.
The University shall create and use a centralized fund to cover the costs of all GTF summer tuition and fee waivers starting summer 2014.
ARTICLE 20
LAYOFF

Section 1. Layoff is defined as a separation from university service during the period of a GTF appointment due to a reduction in force or a reduction in a department and shall not reflect discredit on a GTF.

Section 2. Whenever possible, layoff among GTFs will take place as part of a plan requiring reductions in force among some or all other University personnel. Order of layoff will be based on reasonable criteria. Layoff shall be implemented by providing GTFs with as much written notice of separation as possible, but no less than fifteen (15) days before the effective date stating the reasons for layoff. Affected GTFs shall be compensated for preparation time actually performed up to 20 hours, and for any actual work performed in addition to preparation time.

Section 3. Absent a University plan requiring reduction in force among GTFs, individual departments shall lay off GTFs only in the event a class is canceled due to inadequate course enrollment and all other appointment possibilities in the department have been exhausted. GTFs laid off due to inadequate course enrollment shall be paid for preparation time actually performed up to 20 hours, and for any actual work performed in addition to the preparation time.

Section 4. A GTF who is laid off shall be put on a departmental priority reappointment list until the end of that academic year or until another appointment of equal duration is made, whichever comes first. The department shall, upon request, provide the Union with its priority reappointment list. It is agreed that GTFs on said list shall receive first consideration by the department for other suitable appointment before employing new GTFs. In the event of elimination or partial elimination of departments or programs, GTFs shall be notified in accordance with Section 2 and their names placed on a priority reappointment list. GTFs on said list shall receive first consideration for suitable appointments in departments or programs of a cognate field and for non-academic appointments.

Section 5. If layoff occurs after the first day of compensable employment in any academic term, affected GTFs shall continue to have tuition waiver, per Article 21 (Tuition Waiver), for the term in which the layoff occurs and for the next academic term, excluding summer.

Section 6. A laid-off GTF on the priority list who declines a subsequent appointment offer by the University that is substantially similar to the position from which he/she has been laid off and for which he/she is qualified, shall be taken off the priority reappointment list for that term.
GTFF PROPOSAL

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>
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<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.

9/6/2012
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 2% 6.1% 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>$4090</td>
<td>$4619</td>
<td>$4878</td>
</tr>
<tr>
<td></td>
<td>$4405</td>
<td>$4974</td>
<td>$5254</td>
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</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 1.5% 6.1% 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>$4154</td>
<td>$4688</td>
<td>$4954</td>
</tr>
<tr>
<td></td>
<td>$4674</td>
<td>$5278</td>
<td>$5575</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 cognate 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 appointment contract. Monthly gross pay for full months shall be paid as stated in each individual GTF 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 under the contract 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 available after 8:00 a.m. on 9/6/2012.
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>12 month</th>
<th>7/1 - 6/30</th>
<th>12 payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 month</td>
<td>9/16 - 6/15</td>
<td>Sept and Jun 1/2 month; Oct - May full month</td>
</tr>
</tbody>
</table>

APPOINTMENT BY QUARTER

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

TWO-QUARTER APPOINTMENTS

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

SUMMER TERM

| Summer     | 6/16 - 9/15 | June and Sep 1/2 month; July - Aug full month |

Section 6. Covering for Absent Employees

It is the responsibility of the University to determine if there is a need for, and if so, assign a temporary replacement for an absent GTF. In no case will a GTF be required to pay for the replacement work or coverage. GTF assigned to cover the responsibilities of an absent GTF shall be compensated at the per-hour rate defined below during the period spent covering such responsibilities (rounded to the nearest half-hour).

The per-hour rate shall be calculated as follows:

1. Find the contractual minimum 0.5 FTE GTF level 1 equivalent salary rates for the term and the employing unit in which the substitution takes place.
2. Divide that product by 219 hours.
3. The result is the per-hour rate for all substitutions in that employing unit.
4. This rate shall be listed in each employing units GDRS.

Work performed to cover such responsibilities that is compensated at this rate will not count towards calculating the employment fraction and will not be included in Fraction Calculation Forms.
ARTICLE 23
HEALTH INSURANCE

Section 1a. GTFs employed at .20 FTE and above are eligible for health insurance premiums outlined in the article. In addition, all GTFs employed Spring Quarter who are continuing in their graduate program and who pay their portion of the premium by the end of the grace period for summer payment are also eligible for summer health insurance as outlined in this article. GTF and University contributions are outlined in the schedule found in Appendix H.

Section 1b. The University will make lump sum health insurance premium payments (excluding administrative costs as described in Section 5) to the GTFF Health and Welfare Trust (hereinafter referred to as the GTFF Trust) for the purchase of health insurance by the GTFF Trust.

The first lump sum payment will be paid to the GTFF Trust on October 20, or on the closest business day, for all eligible GTFs enrolled in the health insurance plan. Subsequent payments will be made on or about January 20, April 20, and July 20 (or on the closest business days).

During Fall, Winter, Spring and Summer terms, for those with GTF appointments, the University will contribute 95% of the premium costs. GTFs in each enrollment category (as detailed in Appendix H) will contribute 5% of the quarterly premium for their selected coverage.

For students without summer appointments who are eligible for insurance outlined in Section 1a, the University will contribute 80%. Students in each enrollment category (as established in Appendix H) will contribute 20% of the quarterly premium for their selected coverage.

The University will contribute 95% of an additional 1.25% in premiums to cover the cost of improvements for preventive medicine related to the Affordable Care Act, as determined by the GTFF Trust. This 1.25% increase will be a one-time event, occurring September 2012. GTFs will pay 5% of the cost of this additional 1.25% in premiums. This benefit improvement will become part of the current level of benefits going forward.

The University will contribute 95% of any additional premiums to cover the cost of adding comprehensive dental coverage (including Class III services, covered at 70% and increase to $2000 dental care cap) to the GTFF health plan, as well as increasing the annual benefit cap for vision care from two hundred dollars ($200) per year to four hundred dollars ($400) per year. These increases will be a one-time event, occurring in March 2014. GTFs will pay 5% of these additional premiums. These benefit improvements will become part of the current level of benefits going forward.

The GTFF will encourage the GTFF Trust to revise benefits to keep total premium increases below 10% whenever feasible.
Section 2. LOAN FUND and PAYROLL DEDUCTION. The University will allow GTF's the ability to borrow the difference between GTFF Health Plan insurance premium costs and the University's health insurance contribution for each year to pay for the remainder of each GTF's premium cost needs. All GTFs will be eligible for this loan, which will be repaid to the University by means of payroll deduction. If no payroll deduction is available, GTFs will be billed for repayment of outstanding loan balances. Failure to repay loans in a timely manner may result in termination of appointment, blocking of registration and/or disenrollment, late payment fees, and interest. GTFs must reapply for the health insurance loan at the beginning of a term in order to receive insurance coverage using the insurance loan fund and payroll deduction. A GTF must have an appointment in the term in which he/she applies for the loan. All insurance premium amounts loaned by the University to GTFs who have enrolled in the GTFF Health Plan will be included in the University's Fall term lump sum payment to the GTFF Trust.

Section 3. The GTFF Trust is solely responsible for the administration of any health care plan it offers. The GTFF will recommend to the Trust that the GTFF Trust Board of Trustees give voting rights to the member appointed by the University administration.

Section 4. The University will contribute eighty-seven thousand, five hundred dollars ($87,500.00) ninety-two thousand, five hundred dollars ($92,500.00) to cover the costs of health insurance administrative services incurred by the GTFF Trust, including students receiving coverage through COBRA and training grants, for each fiscal year through 2013-14. This fee will be paid on September 16 or the closest business day.

Section 5. GTFs on nine-month appointments who were employed during the Spring term and who have accepted an appointment for the following Fall term shall, upon payment of the appropriate fee, retain access to the services of the Student Health Center during the Summer term.

Section 6. The parties agree to form a joint committee, comprised of four Union representatives and four University representatives, to explore the Trust Agreement and health insurance options for GTFs in light of expected health care mandates and possible changes within the Oregon University System, and to consider future health care options for all graduate students. The committee will aim to meet regularly, approximately monthly, for the balance of 2012 and is asked to submit its recommendations by February 2013 for consideration by the University and GTFF.
ARTICLE 22
TUITION WAIVER

Section 1. GTFs appointed at .20 FTE and above are exempt from payment of tuition and of fees for self-support courses that are required for the completion of the degree for up to 16 credit hours taken in any quarter to which the appointment applies. With the permission of the University, a GTF may be permitted to exceed the quarter limitation on credit-hour enrollment. The current overload instruction fee will be assessed for such excess hours as set forth in the Oregon State System of Higher Education, "Academic Year Fee Book."
Instructional fee waivers will apply to the summer term under the conditions outlined in Article 18, Section 4.

Section 2. For the duration of this contract, university-wide mandatory student body fees for GTFs appointed at .20 FTE and above will be paid as follows:

<table>
<thead>
<tr>
<th>University Responsibility</th>
<th>GTF Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy surcharge, technology fee, building fee, health service fee, registration fee, Recreation Center fee, matriculation fee (for those GTFs whose first term as GTFs is the term in which they matriculate), any individual college/school resource fee, course fees not described in the OUS fee book (see “GTF Responsibility”), and the entire incidental fee minus $61.</td>
<td>$61 of the incidental fee and Approved laboratory or course fees as described in the OUS fee book (i.e., “fees related to equipment, materials or ancillary services consumed by the student as part of course instruction where the equipment or material is not readily available for purchase through the bookstore or other external source.”) and governed by Oregon Administrative Rule.</td>
</tr>
</tbody>
</table>

The University will notify the GTFF four (4) weeks in advance of public hearings regarding changes to fees, including course fees, to facilitate GTFF input to this process.

Section 3. With the exception of fees for self-support courses that are not required for the completion of the degree, GTFs will be exempt from payment of tuition (and self-support course fees) for classes offered at times when regularly scheduled classes during the academic year are not in session. Credit hours earned during such classes will not apply toward either the 16-credit maximum (Section 1) or the nine-credit minimum (Section 4).

Section 4. In the administration of the above policy, GTFs shall be required, as a term or condition of employment, to enroll for and maintain a minimum of nine (9) graduate credit hours toward the degree throughout the term but shall not be required to exceed that minimum. Nothing in this contract will preclude an academic advisor from recommending additional hours as appropriate for the student's academic program.
Section 4a. Graduate students who do not require academic credit to satisfy program or degree requirements, or who find that the needed or required courses are not offered in summer session, may be appointed to summer GTF positions. Those who receive such appointments are exempt from the graduate credit enrollment requirement.

Section 5. Nothing in this Article shall be interpreted to restrict the Oregon State Board of Higher Education in any manner in the exercise of their statutory duty to establish instructional fees.

Section 6. Upon Employee request, the SEVIS fee paid by an Employee to attend the University of Oregon will be reimbursed, unless that fee has already been paid or reimbursed by another source. Each employing unit will provide specific instructions in initial appointment offers of employment on how GTFs will receive the SEVIS reimbursement.
ARTICLE 27

PAID LEAVE

Section 1. Jury Duty JURY-DUTY

When actual jury duty service interferes with the work assignment of a GTF, that GTF shall be entitled to leave with pay for such time, and may keep any money paid by the court for such service if the GTF has applied to be excused or for a postponement until a time when the GTF has no working obligation and such request has been denied.

ARTICLE 28

Section 2. Election Days ELECTION-DAYS

On recognized Federal, State, County and City election days, the work shall be arranged to allow GTFs the opportunity to vote.

Foreign GTFs who wish and/or are required to vote in their national elections and can only do so at the consular agency, must provide the employing department with both reasonable advance notice and documentation. The employing department will arrange the work to allow the GTF adequate travel time to the nearest consular agency where the GTF may vote.

Section 3. Medical Leave

A GTF shall be eligible for up to six (6) weeks of medical leave pay in a consecutive twelve (12) month period beginning the first day of the initial employment period when unable to meet employment obligations because of personal illness, injury, medical appointment, medical procedure, or other disabling medical condition, or because of the illness, injury, medical appointment, medical procedure, or other disabling medical condition of a child, spouse (or equivalent in accordance with Oregon state law), or parent.

For the purpose of determining the number of paid medical leave days available,

1. a scheduled work day shall be defined as a day containing scheduled work commitments including, but not limited to, lectures, recitations, labs, office hours, and staff meetings;
2. a week shall be defined as the number of scheduled work days in a calendar week; and
3. the total medical leave eligibility shall be determined by multiplying the number of scheduled work days in a week by six (6).

For the purpose of determining the percent of medical leave used, divide the number of scheduled work days missed because of personal or family illness or injury, by the total medical leave eligibility.

Section 4. Parental Leave

The University will provide bargaining unit GTFs with leave upon the birth or adoption of a child as provided by the Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). A bargaining unit GTF who takes parental leave under FMLA or OFLA may take the first six (6) work weeks of such leave with pay. If both parents are employees of the University, both parents are entitled to this paid leave. Bargaining unit
GTFs may use accrued medical leave for up to six additional weeks (for a total of up to nine (12) weeks paid leave). In the event that the GTF does not have sufficient accrued medical leave, GTFs may borrow advanced medical leave for the remainder of the last six work weeks pursuant to Section 3 above. Based on the timing of the birth or adoption, this paid leave may extend into a second term. Should this amount of Paid Leave be insufficient for parenting or related needs, the GTF may use Unpaid Leave pursuant Appendix B, Section 1.

The University will continue to provide Employer contribution to the GTF's health benefits during the Parental Leave. All benefits and compensation as outlined in this CBA shall continue during Parental Leave.

Section 5. Immigration Proceedings

In the event a GTF is unable to meet employment obligations because the GTF is compelled during working hours to participate in immigration procedures such an absence shall be without loss of compensation. In this connection, the GTF shall provide the University with written verification from the involved governmental agency including times and dates relevant to the absence.

In the event an individual with whom a GTF shares a close personal relationship is compelled to participate in immigration procedures related to his or her valid immigration status, the GTF may be released without loss of compensation, and such release will not be unreasonably denied.

Section 6. Bereavement Leave

i. GTF will be granted the amount of time off with pay that is required to attend the funeral, memorial, or other similar services or gatherings, and/or to make arrangements necessitated by the death of any of the following:
   The GTF's spouse or significant other non-related person living in the GTF's household or the child, parent (including step-parent or the significant other of a parent), grandparent, sibling, grandson (or spouse/significant other of any of the preceding) of either the GTF or the GTF's spouse or significant other.
   ii. A GTF experiencing bereavement upon conclusion of a pregnancy, in cases other than live birth, shall be granted paid bereavement leave.
   iii. In no event shall the time off exceed three (3) consecutive days (Monday - Friday).
   iv. If additional time off is needed, the GTF may request an extension, without pay, of the bereavement leave for a period of time not to exceed fourteen (14) calendar days.

Section 7. Replacement Coverage

In the event a GTF is unable to fulfill employment duties, services or obligations for reasons covered under this article, the GTF will notify the appropriate immediate supervisor (or department or unit designee) as promptly as possible so that arrangements for the absence can be made by the University. In addition, an affected GTF will make reasonable efforts to assist in arrangements for another to meet his or her employment obligations. In no case will the GTF be required to pay for such coverage. It is the responsibility of the University to find a temporary replacement.
APPENDIX I

LETTER OF AGREEMENT
ONGOING SYSTEMATIC MONITORING OF COURSE LOAD

During the 2010–11 academic year, the University will continue to develop a reporting system that allows the contract administrator to regularly monitor GTF course load both individually and in summary with exception and trend reports. Data for end of term individual and average class enrollment by department and class type for GTF-taught classes will be provided to the GTFF. GTF-taught classes will include classes in which GTFs are instructors of record, lab assistants, or discussion leaders. To the extent possible, the University will also include classes in which GTFs serve as graders.

A working group of university officials will convene by the beginning of fall term to develop the report with an initial report by the middle of winter term. The GTFF may elect to send a representative as a member of the working group to develop the report. The GTFF representative will be able to report on the progress to the GTFF. Alternatively, the University (Graduate School) will report to the GTFF and departments on the progress. Fully developed reports will be available by the end of spring term (July 1) thus allowing monitoring on a comparative basis to commence for the 2011–12 academic year.
APPENDIX J
LETTER OF AGREEMENT
LATE SEPTEMBER PAY

Effective fall 2012-2014, those GTFs who have completed and submitted their fall appointment contract as well as all required paperwork by September 1st, the first day of any month, but whose paycheck is not processed by September 30th, the last calendar day of that month, are eligible for the following remedies:

1. All interest and late fees assessed through October of the following month associated with monies owed to the University for fall term will be waived;

2. Expedited processing for an application for up to the gross value of the September month’s paycheck (not to exceed $1000) through the Jesse M. Bell Graduate Student Loan fund. Emergency loan requests will be accompanied by a photocopy of the fall current term GTF appointment contract in order to receive priority consideration and, if granted, the loan fee shall be waived.

3. The effected GTF will have the right to appeal to the University to pay all fees associated with bounced checks and/or credit card interest resulting from the late paycheck provided the GTF provides documentation showing the specific fees were the result of the late payment.

4. In the event that a GTF receives a raise that is not implemented within thirty (30) days, the effected GTF shall be entitled to a one-time $100 fee to be paid by the University in addition to any unpaid wages.

No later than August 30, 2012, the Graduate School will develop and post on its website a procedure through which the GTFs described above can identify themselves and access the remedies described above. Also by August 30, 2012, the GTFF and the GTF hiring units will be notified of all processes by email.