GTF TOTAL COMPENSATION PACKAGE:
A SUMMARY OF THE CURRENT UO PROPOSAL FOR 2014-2016

During recent mediation talks with the Graduate Teaching Fellows Federation, the University of Oregon offered proposals enriching a GTF total compensation package valued last year at $31,025 to $56,466 for GTFs who filled part-time, less than .5 FTE appointments.

The University’s 2014-2016 financial proposals are designed to support our graduate students and their families. The package, on the pages that follow, includes:

- **SALARY INCREASES.** The University has offered two options: Across-the-board increases in minimum salaries of 5% in year one and 4% in year two for all GTFS; or 6.1% increase for Level 1 GTFs and 3% increase for Levels 2 and 3 for each year of the two-year contract. A majority, 68%, of GTFs at UO earned above minimum levels last year and nothing in the University’s proposal prohibits departments and units from paying above minimum.

- **EXPANDED AND SUBSIDIZED HEALTH BENEFITS.** The University will continue paying 95% of premiums for GTFs and their dependents for a health plan that now includes expanded dental and vision benefits. The University will also absorb 95% of all premium cost increases that may occur during the two-year contract period.

- **100% TUITION WAIVERS.** GTFs with appointments at .20 FTE and above will continue to receive 100% paid tuition.

- **SUBSIDIZED FEES.** The University will maintain the current fee arrangement, which covers all but $61 of the mandatory fees each term.

- **EXTENDED LEAVE PROTECTIONS.** The University will maintain health benefits and tuition waivers for GTFs who must be absent due to extended medical or parental leave. For years, the UO’s departments have worked with GTFs individually to address leave needs, and the current proposal formalizes these processes for GTFs and their families.

**NOTE:**
1. This range is based on a nine-month appointment at .49 FTE, at minimum Level I salary and at the highest paid salary rate. It includes salary, three terms of fees and tuition, and 12 months of insurance.
ARTICLE 18
SUMMER SESSION TERM
Proposed 6/20/14

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 term, may be appointed to summer session term 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 term appointments will be specified in the summer section GDRS (see Article 9, Section 4). During the summer term, 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 term.

Section 3. During the summer session term GTFs shall be compensated in the same manner as they are during the three other terms (see Article 21, Section 1).

Section 4. Summer Sandwich Tuition Waiver: Instructional fee waivers will apply to the summer session term for all classes that will be used to meet requirements for the degree except those with irregular fees
a) for fiscal year appointments (i.e., one appointment for July 1-June 30);

b) for appointments in any two quarters of the preceding academic year appointments (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 summer term GTFs.

Section 5. Each May, the contract administrator will send a notice to all current GTFs and a notice to all GTF hiring units outlining the major provisions of this article and reminding notice recipients that GTFs may not be disallowed from summer enrollment.
ARTICLE 21

SALARY

Option 1, proposed 6/20/14

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:

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<td>219</td>
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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 6.1% for level I GTFs and by 3% for level II and level III GTFs as follows:

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<tr>
<td>Minimum</td>
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<td>$4473</td>
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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

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<tr>
<th>Type</th>
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APPOINTMENT BY QUARTER

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<th>Quarter</th>
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SUMMER TERM

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### ARTICLE 21

**SALARY**

*Option 2, proposed 8/21/14*

**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:

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**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:

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**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:

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

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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.
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ARTICLE 22
TUITION WAIVER

Proposed 6/20/14

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..." Board of Trustees of the University of Oregon Policy on Tuition, Mandatory Enrollment Fees and Other Charges, Fines and Fees. 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:

University Responsibility: University-wide mandatory fees, including but not limited to Energy surcharge, technology fee, building fee, health service fee, registration fee, Recreation Center fee, Recreation Center bond, and EMU bond, and all but $61 of the incidental fee each term; the matriculation fee for those GTFs whose first term as GTFs is the term in which they matriculate; any individual college/school resource fee; and course fees not described in the OUS University fee book (see also “GTF Responsibility” and the incidental fee minus $61.

GTF Responsibility: $61 of the incidental fee and approved laboratory or course fees as described in the OUS University 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.

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 Board of Trustees of the University of Oregon in any manner in the exercise of the Board’s
statutory duty authority to establish instructional fees.

Section 6. For those GTFs who pay a SEVIS fee to attend their current graduate program at the University of
Oregon and who are employed as GTFs in the term in which they matriculate in their current graduate
program, the SEVIS fee paid by the GTF will be reimbursed upon request and proof of payment unless that
fee has already been paid or reimbursed by another source. Instructions on how to obtain a reimbursement
will be posted on the Graduate School website. GTF hiring units will provide a link to this information to all
international GTFs.
**ARTICLE 23**

**HEALTH INSURANCE**

*Proposed 9/5/14*

**Section 1a.** All GTFs employed at .20 FTE and above are eligible for health insurance premiums outlined in this 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.

Each lump sum payment will be paid to the GTFF Trust within 30 days of receiving the list of all eligible GTFs enrolled in the health insurance plan from the GTFF Benefits Administrator.

During Fall, Winter, Spring and Summer terms, for those with GTF appointments, the University will contribute 95% of their health insurance premium costs. GTFs in each enrollment category (as detailed in Appendix H) will contribute 5% of the quarterly premium for their selected coverage. During the term of this agreement, the University shall be responsible for 95% of premium increases only to maintain the current level of benefits. The University shall not be responsible for premium increases associated with non-negotiated expansion of current benefit levels.

If health insurance premium costs to the University in any enrollment category increase or are anticipated to increase by more than 10% over their respective amounts for the 2013-2014 plan year (including Summer term) at any time during the 2014-2016 contract period, the parties agree to re-open this Article 23 during the term of this contract and negotiate in good faith for the purpose of reducing the University’s health insurance premium contribution to no more than 10% over the amounts in each enrollment category for the 2013-2014 plan year (including Summer-term).

Both the GTFF and the University will encourage the GTFF Trust to revise benefits to keep total premium increases below 10% whenever feasible.

The GTFF and the University will instruct the Trustees of the GTFF Trust that any return of premium overpayments and any premium credits received from or credited to the GTFF Trust by an insurer shall be applied in accordance with the Health and Welfare Trust Agreement, immediately to reduce premium payments due from the University in proportion to the amount contributed for payment of premiums by the University for the coverage period in respect of which such return of premium overpayments or premium credits have been determined or earned.

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

**Section 2.** LOAN FUND and PAYROLL DEDUCTION. The University will allow GTFs 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 GTFs 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
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 ninety two thousand, five hundred dollars ($92,500) eighty-seven thousand, five hundred dollars ($87,500.00) 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 2015-16. 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 University of Oregon, and to consider future health care options for all graduate students. The joint committee will aim to meet at least quarterly during the contract term and to report on its work periodically to both the University and GTFF.
ARTICLE 28
ABSENCES
Proposed 9/5/14

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. 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 a change in an assignment of duties is feasible. Where feasible and taking into consideration the aforementioned factors, adjustments to FTE will be applied equitably across all employing units.

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.

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
   A GTF 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 .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 an 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.
APPENDIX B
LETTER OF AGREEMENT
FAMILY AND MEDICAL LEAVE

Section 1. Family Leave Requirement
Subject to the eligibility requirements stated in Section 4 of this Article, GTFs shall be entitled to a total of twelve (12) 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.

Section 2. 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.

Section 3. Job Protection and Benefits
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 or an expectation of such a contract with the University.

A GTF 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 works a minimum of .20 FTE during the term in which family and medical leave is taken. Salary compensation will be adjusted to reflect changes in FTE.

If a GTF takes 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 a leave of absence will lose their tuition waiver. A GTF that takes a leave of absence can maintain health benefits by paying COBRA premiums.

Section 4. 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.

Section 5. Duration
This Letter of Agreement shall expire on March 31, 2014, unless the parties agree to continue it.