

**GENERAL DUTIES AND RESPONSIBILITIES 2018-2019
HISTORIC PRESERVATION**

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1.0 General Information

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee (GE) positions 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. This GDRS details the specific relationship between GEs and this GE hiring unit.

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

About GE Tuition and Fees

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Employees must pay \$61 of the mandatory fees set by the Oregon University System; **fees are subject to change without additional notice**. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

The individual who shall oversee the implementation of this GDRS is:
James Buckley, Associate Professor, Director of Historic Preservation Program

DATE OF THIS GDRS REVISION: 06/2018

ACADEMIC YEAR for GDRS: 2018–2019

Contact Information for Person Completing/Submitting this GDRS:

Sara Knott, seknott@uoregon.edu, 503-412-3738

2.0 Availability of Graduate Employment Appointments

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed for academic year:

- AAAP 410/510 Building Pathology: Wood
- AAAP 410/510 Cultural Resource Management
- AAAP 410/510 Field Recording Methods
- AAAP 410/510 Sense of Place: Oregon (Eugene)
- AAAP 411/511 Introduction to Historic Preservation
- AAAP 421/521 American Architecture from a Preservation Perspective I

This unit also employs administrative GEs to support program activities concerning students including orientations, ongoing coordination of student group activities and support for navigating departmental processes and procedures, as well as supporting the planning and execution of annual major events such as the spring McMath Award ceremony.

This GE employing unit:

- makes an effort to distribute GE opportunities to as many students as possible
- encourages financial opportunities through such other means as scholarships, work study, and grants
- reserves a number of appointments for incoming students

Academic Year Appointments

The availability of GE appointments for the upcoming academic year is usually determined during spring term by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the School of Architecture & Environment, Historic Preservation program website and through emailing currently enrolled graduate students in the Historic Preservation program.

In recent years, GE assignments during the academic year in this GE employing unit have included:

- Administrative GE
- Research Assistant GE
- Field School GE

Summer Term Appointments

Does unit hire GEs in Summer? No

If yes, the availability of GE appointments for the upcoming summer term is usually determined: N/A

3.0 Application Process and Eligibility Requirements

This unit **does not** routinely post its positions via the Graduate School's "GE Openings" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days.

Application Process: 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:

Application forms will be available to prospective applicants on the department's website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the stated deadline (usually in early March).

Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
during winter term by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the School of Architecture and Environment website and through emailing currently enrolled graduate students in the Historic Preservation program.

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

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

Positions offered by the department that are not included in the spring announcement will be filled by following a similar application and selection process as outlined above. When new positions become available, the department will send an email to Historic Preservation graduate students inviting them to apply to any new GE positions that were not listed in the

spring call for applications. The department will also post new position descriptions to the Graduate Employees Federation office, and the School of Architecture and Environment website. Applications for these new positions will be due by a specified deadline that is at least 10 working days after the announcement is distributed.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

The department head shall review the existing pool of GE applicants who have not yet received appointments to determine if there are any students who have already expressed interest in receiving a GE appointment who are qualified for the duties of a particular emergency appointment. In the event that there are no qualified members of the pool, the Department will send an email to all of the department's graduate students inviting applications. The email will explain any special circumstances the emergency appointment requires.

Eligibility:

Students eligible for a GE appointment in this GE employing unit are Graduate students enrolled in the Historic Preservation Program admitted as candidates for a Master's of Science degree.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered, include: content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Teaching appointments require the ability to communicate effectively with students, orally, graphically, and in writing. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

Experience or credentials required in order to be considered include Graduate students enrolled in the Historic Preservation Program admitted as candidates for a Master's of Science degree. Graduate students enrolled at the University of Oregon in other departments, but who have specific experience/credentials necessary to perform the work assignment.

Students will be considered in the following order:

For GE positions which are filled through the department's open application process, preference is given to the best qualified GE applicant for each position. If the applicant pool for a particular position has more than one equally qualified candidate, preference will be given to graduate students in Historic Preservation, beginning with second year master's degree candidates, then to the first year master's candidates and finally to graduate students enrolled

at the University of Oregon in other departments, but who have specific experience/credentials necessary to perform the work assignment.

The department reserves some GE appointments for the purpose of recruiting graduate students who bring exceptional capabilities or perspectives to the program. In addition, the department makes commitments to admitted PhD students guaranteeing them a number of GE appointments. If the department has made a commitment of GE support as part of an offer of admission, the student is expected to apply for all GE positions for which they are qualified.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows: 3 years for master's students.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that 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, this GE employing unit's standing committee of at least three members includes:

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

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 may be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria:

- **For an Administrative GE:**
The work distribution for administrative assignments varies significantly depending on the nature of the work and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected range/distribution of hours and workload expectations at the start of each term. This includes prior experience relevant to the position.
- **For a Research Assistant:**
This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.
- **For a Field School GE:**
This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

(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):

- prior experience relevant to the position
- prior experience working with computer programs and equipment relevant to the position
- subject area knowledge
- communication skills
- time management skills

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated at the end of every term. Evaluations are performed by:

- the instructor/supervisor to which the student is assigned
- Program Director
- Pacific Northwest Field School Director

The criteria used for evaluation include:

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

5.0 Workload & Work Assignments

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

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

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .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 this GE employing unit, duties for the following types of GE work assignments are as follows:

Duties by Work Assignment

Administrative GEs:

The work distribution for administrative assignments varies significantly depending on the nature of the work and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected range/distribution of hours and workload expectations at the start of each term.

Research Assistant:

The work distribution for research assignments varies significantly depending on the nature of the research project and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected distribution of hours and workload expectations at the start of each term. In recent years research GEs have spent time assisting faculty with:

- Research proposal or report preparation
- Laboratory experiments
- Construction of mock-ups
- Testing of physical models
- Conducting surveys
- Digital modeling of environmental systems

- Literature, materials and image searches
- Testing new research equipment or methods
- Field surveys of building stocks
- Preparation of drawings

Field School GEs:

The Field School GE is the dedicated support person for the Pacific Northwest Preservation Field School (PNWFS). Duties include, but are not limited to:

- Assisting the PNWFS Director/HP Program Director with complete coordination of the Field School, including scheduling of activities, obtaining instructors and lecturers, and planning meals and lodging
- Assisting in marketing for the Field School, including design and production of PNWFS brochures, posters, promotional materials, and registration forms; maintenance and expansion of website and mailing lists for prospective PNWFS students
- Pre-event and on-site coordination assessment and planning
- Attendance at Executive Board meetings and dissemination of the meeting dates and minutes
- budgeting

6.0 Health and Safety

Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 541-346-8912 or 541-345-8316.

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 Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury 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. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

Safety Information:

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (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, <http://ehs.uoregon.edu/>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

Reporting Safety Hazards:

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:

Brooke Freed, *Assistant Dean of Operations and Administration*, College of Design,
(541) 346-5249

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTTF 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:

in the shops are explained during shop safety training. General emergency information for the school's classrooms and general use spaces is available from the School of Architecture and Allied Arts Director of Facilities in Eugene or the facilities staff at the White Stag Block in Portland.

Use of Personal Protective Equipment:

Personal Protective Equipment for GE use in the school shops, such as goggles and ear plugs, are available from College of Design, 4R reception desk, Portland. Other project-specific equipment will be provided by faculty supervisors as needed.

Required safety training and appropriate departmental record keeping:

GEs who are assigned to use or supervise student use of any of the school's fabrication shops are required to complete the department's standard safety training for general shop use and for the specific equipment that the GE will use. Training will be provided by the department's shop supervisors, who will also keep records of safety training on behalf of the department. Supervising faculty may provide additional safety training pertaining to a GE's specific assignment.

7.0 Satisfactory Progress toward 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. The degree program

will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

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

This GE employing unit is an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document: A digital version of the Historic Preservation Program Guide is available here: <http://hp.uoregon.edu/program/> and hard copies are available in the Historic Preservation Program Office.

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

Complete nine (9) graduate credits per term toward the graduate degree. It is expected that a graduate student, maintaining full-time status (9-16 credits per term) will complete the master's degree in Historic Preservation in two years.

Grades:

Maintain a cumulative University of Oregon GPA of 3.0. A student shall receive no less than a grade of B- in any required core course. Grades lower than 'B-' necessitate repeating the course at the next available offering. At any one time, a student shall have no more than two incompletes. All incompletes shall be completed within one calendar year of the assignment of the incomplete.

Research:

All master's students are expected to enroll in an individualized study research course (spring term of the 1st year), develop a formal research proposal (fall term of the 2nd year), and prepare a final research project or thesis as part of the master's degree, within the two-year time limit.

The process for evaluating satisfactory progress toward graduate degree is as follows:

The Program Director, faculty advisor, and members of the graduate committee will perform quarterly evaluations. The timeline for remedy will be determined on a student-by-student basis but shall not exceed one calendar year.

Failure to make satisfactory progress toward the graduate degree:

If for any reason a GE falls below the minimum 3.0 GPA or does not maintain the minimum nine credits per term, they will have one term to regain satisfactory status. The student will be notified in writing of an unsatisfactory status.

If for any reason a GE does not make satisfactory academic progress for two consecutive terms, that student may be subject to disqualification from the master's degree program as well as discontinuance as a GE. A decision of disqualification will be made by the Program Director in consultation with the Historic Preservation committee. The student will be notified of disqualification in writing.

8.0 Discrimination and 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 student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>.

9.0 Work Environment

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

Work Space:

Each GE will have access to desk space in the shared HP GE Office, Room 267, floor 2, Portland White Stag Block. Each space has filing cabinets and shelves for storing work-related documents, files, and publications.

Private Meeting Space:

GEs will share office space with other GEs, but should organize their time in the office to ensure the ability to have conduct meetings in private when necessary. GEs should coordinate their schedules each term.

Access to Telephones and Computers:

Each GE will have access to a Macintosh desktop or laptop computer that is outfitted with Microsoft Office, Adobe Creative Suite, and other standard Mac applications. GE offices have a phone with a messaging system that GEs can use. GEs should schedule regular posted office hours during normal business hours, Monday–Friday, 8am to 5pm; however, GEs will have access to the GE office on a 24 hour, 7 days a week basis and can use the equipment in those spaces any time during their regular office hours and when the offices are not being used for other purposes.

Access to Office Supplies, Photocopies and Printouts:

GEs have access to office supplies, equipment (such as cameras, projectors or laptops) and copying services through the College of Design Facilities Services in Eugene. GEs who are directly supervised by faculty can arrange for keys, equipment check out, and copy codes by having their faculty supervisor sign the appropriate authorization forms available from Facilities Support Services. GEs appointed in Portland can request office supplies, printouts, photocopies and access to equipment from the College of Design Administration in Portland. GEs working independently as instructors of record have access to necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. They can bring their authorization forms to the department staff for signatures and should consult with department staff prior to the start of their appointment to learn about the type and amount of supplies and services available. Most supplies, copying and printing needs can be obtained at the school during normal business hours. GEs must obtain prior approval before making any unusual or after-hours purchases for which they expect reimbursement.

Access to office supplies necessary to conduct GE business will be available at no personal cost to the GE. However, oversight on purchases and limitations based on available resources will be managed by the HP Program Director and Manager of Administrative Services.

GE Assistance

In the Historic Preservation program, GEs who work as instructors of record are not assigned to workloads that would require GE assistance. Please note that the University's policy regarding GEs assisting instructor-of-record GEs can be found here:

<https://gradschool.uoregon.edu/gtf/gtf-related-policies/gtf-assistant>

10.0 Absences**Absences (Articles 27 and 28)**

Documented absences due to participation in jury duty, a recognized election (e.g., an international GE required to travel to a consular office to vote), or immigration proceedings, will be permitted with no reduction in FTE or loss of pay. Election-related absences and immigration proceeding-related absences may be limited to five days. See Article 27 for specific text.

[The following, found in Article 28, applies to absences related to illness, injury, or medical appointment/procedure for the GE, their child, partner or parent, and to absences related to bereavement and birth/adoption.]

NOTIFICATION: If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the Director of Graduate Studies 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 the Director of Graduate Studies. 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). If you are able, please attempt to reach the Director of Graduate Studies by both phone and email, and contact the Administrative Services Office (541-346-2982) in Lawrence 254 as well.

If 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 the Director of Graduate Studies using this protocol. It is important, especially during an extended absence, to try and provide adequate information to the Director of Graduate Studies regarding the status of your work so that any substitute can perform effectively.

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

MAKE-UP WORK: Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

PLANNED ABSENCES: If you are planning an approved absence during any working days of the term, be sure to notify the your supervisor 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-GTTF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>

Effective January 1, 2017, you began receiving paid sick leave. Your sick leave contains unique elements, so please note the following:

- You accrue sick leave in “days”
 - If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a “day” of sick leave
 - You accrue two days per term you work; you accrue an additional day during your first appointment in a school year

- Sick leave is accrued at the start of each term
- You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year
- Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances
- Please notify your faculty supervisor for your course as soon as possible when you have foreseeable sick leave (surgery, etc.) so that coverage can be made.