

GENERAL DUTIES AND RESPONSIBILITIES FOR HOLDEN CENTER/EMPL STRATEGIC ALLIANCE 2018-2019

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1.0 GENERAL INFORMATION

ABOUT THIS DOCUMENT

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and the Holden Center for Leadership and Community Engagement

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

This document and its amendments may be viewed or printed from the graduate school website.

The individual who shall oversee the implementation of this GDRS is the new Director of the Holden Center, who will be selected for the 2018-2019 academic year.

DATE OF THIS GDRS REVISION: 5/01/2018

ACADEMIC YEAR OF THIS GDRS: 2018-19

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments are programmatically determined by the Director of the Holden Center for Leadership and Community Engagement and faculty in the department of Educational Methodology, Policy, and Leadership (EMPL). 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.

This GE employing unit makes an effort to distribute GE opportunities to as many students as possible.

The current GE position is a strategic alliance position with EMPL to build capacity and to support and promote Holden Center co-curricular programs and the LEADS minor.

The availability of GE appointments for the upcoming academic year is usually determined in April-May. In recent years, GE assignments during the academic year in this GE employing unit have included Administrative GEs.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENT

Because this is a strategic alliance position, to be eligible for a GE appointment in this GE employing unit, students must be admitted to a UO College of Education graduate school program, with preference given to Educational Methodology, Policy, and Leadership (EMPL) programs. If no qualified graduate students in the College of Education are available, the position may remain unfilled or may be filled by a qualified graduate student in another relevant department.

Experience or credentials required in order to be considered include:

- Graduate student in good standing in the College of Education at the University of Oregon.
- Experience in leadership development and education.
- Experience with group facilitation, mentoring, and/or teaching skills.
- Demonstrated experience in and commitment to promoting and enhancing diversity, equity, and inclusion.
- Ability to be self-directed in program development, including experience writing and editing program publications and reports.
- Strong verbal and written communication skills.

Students will be considered in the following order:

- For strategic alliance GE position, preference is given to PhD candidates in the College of Education.
- For strategic alliance GE position, EMPL student in the College of Education at the University of Oregon preferred.
- Experience working with college students in higher education preferred.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

- 3 years for MA students.
- 3 years for PhD 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.

This unit routinely posts its positions via the Graduate School's "GE Openings" page or on the College of Education's GE postings page for positions that are strategic alliances with EMPL, 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.

3.1 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:

- By posting announcements to the Graduate School or to the College of Education website for EMPL strategic alliance positions. A brief description of the position's duties and responsibilities, FTE, workload, appointment, and reappointment qualifications will be included in the announcement.
- By posting with the Graduate School and GTFF for those GEs available to graduate students from any department. A brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications will be included in the announcement.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

- Positions offered by the Holden Center that are not included in the spring term application pool will be filled in the same manner listed above with the announcement being posted for a minimum of 10 business days.

Completed applications and other material requested shall be returned to the Holden Center by the deadline indicated in the announcement. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

Occasionally, positions will be identified outside of the normal appointment cycle. Should this happen, such positions will be filled by following the same application and selection process as outlined in this statement with an identifying statement of the new submittal date.

From time to time, in this unit, emergency appointments may be necessary. In these cases, the Holden Center will post notices with appropriate departments and solicit applications similarly.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes: Director, Office Coordinator, and another Holden Center staff member. In addition, a faculty member from EMPL will also participate in the committee.

Also in accordance with the CBA, GEs will be appointed year-to-year rather than term-to-term, whenever feasible.

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.

General criteria include (in no particular order):

- Academic Credentials: For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Recommendations from academic or work supervisors: Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience: For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

Interviews: Finalists will be interviewed and evaluated based on their performance and responses.

Preference shall be given to those who have specific experience or credentials necessary to perform the work assignment.

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).

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, the 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 3).

Performance of GEs in this employing unit is evaluated at the end of the academic year for GEs appointed for fall, winter, and spring. The criteria used for evaluation includes the ability to perform the duties of the position as outlined in the position description, and is found in section 7.0 under each specific position and on the Holden Center GE evaluation form.

Evaluations are performed by the Holden Center Director and/or direct supervisor.

5.0 WORKLOAD AND WORK ASSIGNMENTS

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, 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: 0.49 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:

- Administrative GE: see below

5.1 DUTIES AND RESPONSIBILITIES (may include any combination of the following at any given point)

- Develop and increase the visibility of leadership and community engagement resources for students, and commit to identifying eligible students for the LEADS minor.
- Support students engaged in the LEADS courses and minor in the EMPL department, and in scholarship with the Holden Center for Leadership and Community Engagement; incorporate interdisciplinary principles into thinking, and consider evidenced-based practices and leadership when working with students and staff.
- Assist with planning, developing, implementing and evaluating co-curricular learning experiences for students to: expand skills in increasing their self-awareness and ability to exercise inclusive leadership; build capacity for change and contribute to causes beyond themselves; and work collectively for the common good. Examples of co-curricular learning

experiences include the following: pre-fall LeaderShape Academy, Strengths-Based leadership program, Catalyst program, participating in a domestic/international Alternative Break, applying for a mini-grant to pursue a community engagement initiative through the Holden Center, and engaging with community partners through program like Duck Corp or service day event.

- Work in collaboration with staff in the Holden Center to ensure learning experiences include essential elements of shared, experiential learning; intentional reflection and action; deliberative dialogue and engagement; relational collaborative efforts; critical thinking; and systemic awareness.
- Reinforce community and a sense of belonging through the affordances of the Holden Center, and interact regularly with LEADS students, Holden staff and EMPL staff to create a sense of belonging and “community” with students.
- Support students in navigating the LEADS program and participating in co-curricular application to their classwork.
- Represent Holden Center for Leadership and Community Engagement and Educational Methodology, Policy and Leadership at the annual Graduate Student Research Forum through a poster presentation.
- Participate in meetings and trainings upon request.

6.0 HEALTH AND SAFETY INFORMATION

6.1 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 GE, 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.

6.2 SAFETY INFORMATION

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety>. 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>.

6.3 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: **Emily May Taylor, Office Coordinator, 541-346-1157.**

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:

- The Emergency Procedures flipchart is posted visibly on the wall, located to the right of the supply file cabinets, available to all staff.
- Evacuation plans are posted at all entrances and exits with the assembly location clearly marked.
- The Holden Center does not store any cleaning chemicals and therefore does not provide workers with Material Safety Data Sheets (MSDS). MSDS are designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular

substance. MSDSs include information such as physical data, toxicity, health effect, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures.

- First aid supplies are located in the low gray supply cabinets; the office coordinator will show the GE the location of the supplies.

7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. 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 GE employing unit is an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress towards the degree.

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 (<https://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 environment resources for GEs are listed in the Holden Center's Policy and Procedure Manual, which is provided to new GEs at the time of hire. Copies are also maintained on the Holden Center's internal server.

Workspace:

All locks and doors, furnishings, partitions and shelving are maintained by the Holden Center through coordination with Facilities Services to ensure proper and safe operation.

Private Meeting Space:

Private meeting space is available to GEs.

Access to Telephones and Computers:

GEs are provided access to up-to-date computers and necessary software, as well as telephones, voicemail and long distance codes as needed. These are available during standard working hours (8:00 a.m. - 5:00 p.m. Mon-Fri) as well as after hours.

Access to Office Supplies, Photocopies and Printouts:

Office supplies, photocopiers, printers, fax machine and scanner are available to all GEs for Holden Center business use at no personal cost to the GE. These are available during standard working hours (8:00 a.m. - 5:00 p.m. Mon-Fri) as well as after hours.

10.0 ABSENCES

10.1 ABSENCE NOTIFICATION

If a GE is unable to attend work at the scheduled time, they must notify your direct supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment that they are unable to attend. GEs should not cancel commitments or programming without permission from their direct supervisor. To the extent possible, the GE should provide the department with the information necessary to assist in having their responsibilities taken care of if they are out of the office. If they are able, the GE should attempt to reach their direct supervisor by both phone and email (or the Director of the Holden Center in the absence of the direct supervisor).

In cases where the GE is unable to directly notify the Holden Center, they may designate someone to make their notification and provide the necessary information to the direct supervisor using this protocol.

This department does not anticipate using substitutes for when a GE is out on sick leave. In the event that we do, we will pay 1.5x the normal hourly rate of the substituting employee.

If you are going to miss more than one work week, the GE or their designee must contact the Graduate School. The Graduate School will coordinate with the GE and the Holden Center on any adjustment due

to the GE's absence.

10.3 MAKE-UP WORK

Generally, for duties missed not related to a class meeting, the GE should check in with their direct supervisor to determine when and how the missed work will be made up.

10.4 PLANNED ABSENCES.

If a GE is planning an approved absence during any working days of the term, they must ask for approval from the Director in advance.

10.5 MORE INFO

More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.

PAID SICK LEAVE.

Please refer to article 28 (Absences) in the UO-GTFF Collective Bargaining Agreement at <http://hr.uoregon.edu/er/labor-agreements>.

GEs should notify their supervisor as soon as possible when they have foreseeable sick leave (surgery, medical appointment, etc.). GEs should contact their supervisor when they are sick or have a medical appointment. The supervisor will determine if utilization of paid sick leave is required. If paid sick leave is required, the GE's supervisor will notify them via email.