

General Duties and Responsibilities Statement

Center on Diversity and Community (CoDaC)

AY 2019-20

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General Duties and Responsibilities Statement

1.0 General Information

- 1.1 The supervisory individual who shall oversee the implementation of this GDRS is the Director of the Center on Diversity and Community (CoDaC).
- 1.2 This document was revised on October 29, 2019 and is valid for academic year 2019-20.
- 1.3 Most Graduate Employees at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option. Levels of appointment and salary levels quoted for all graduate employee appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon.
- 1.4 This document details the specific relationship between GEs and the Division of Equity and Inclusion (DEI). This document does not apply to other student employees hired in DEI. This document and any amendments may be viewed or printed from the Graduate School website.
- 1.5 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 pay no university-wide mandatory fees and receive a fee subsidy for all but \$61 of incidental fee and approved laboratory or course fees as described in the University fee book. Details of GE and University contributions to these fees are contained in Article 23 of the current Collective Bargaining Agreement.

2.0 Availability of Graduate Employee Positions

- 2.1 CoDaC GE appointments are available contingent upon:
 - 2.1.1 Availability of funding for the position
 - 2.1.2 A specific need for the position

3.0 Application Process and Eligibility Requirements

3.1 Application Process

- 3.1.1 Position announcements for the upcoming academic year will be posted with a brief description of duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the Graduate School website. Additional targeted recruitment may be directed toward departments/programs that offer course work that could reasonably provide skills/experience necessary for a specific GE appointment.
 - 3.1.1.1 From time to time emergency appointments will be necessary. In such cases, the Department shall consider all applications on file

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from previous advertisements, select a qualified candidate and make an appointment. If no qualified candidates are on file, an announcement will be posted to the Graduate School website.

- 3.1.2 Applicants for posted GE positions will be required to submit vitae or resume, a letter of interest and the names and contact information for three references via email by the deadline specified in the posting.
- 3.1.3 Applicants may indicate an interest in a single position, specific positions, or in all positions offered by CoDaC within the cover letter.

3.2 Eligibility Requirements

- 3.2.1 Graduate students pursuing a master's or doctoral degree at the University of Oregon in any discipline will be eligible to apply for a GE position.
- 3.2.2 Preference will be given to students with knowledge of and interest in policy development or with interest and experience in diversity-related programs and policy development.
- 3.2.3 Preference shall be given to candidates with experience working with people of diverse backgrounds.

4.0 Appointment and Reappointment Process

4.1 Appointment

- 4.2 After assessing the qualification of the candidates, the Director will form a standing committee with a minimum of three members, to interview the applicants most qualified for the position.
 - 4.2.1 While appointment or reappointment criteria may include the recommendation of the CoDaC Director, the committee will consider the other appointment or reappointment criteria.
 - 4.2.2 Each candidate will receive, via email, a notice of the hiring decision within five working days after the decision is made.
- 4.3 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:
 - 4.3.1 General criteria regarding appointments for the particular types of work assignments available.
 - 4.3.2 Previous employment or other experience relevant to the GE position.

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- 4.3.2.1 Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GE's application materials as a whole.
 - 4.3.3 Rank-order based upon research abilities, and level of experience regarding issues of diversity.
 - 4.3.4 Academic promise as evidenced by previous degrees and grades
 - 4.3.5 Recommendations from academic or work supervisors
 - 4.3.6 Financial needs of the applicants will not be considered
- 4.4 If no qualified students apply or are available for a particular position, the CoDaC Director or search committee may decide to reopen the application process for the position.
 - 4.4.1 Generally, the same process will be repeated. However, CoDaC reserves the right to proceed to fill the position as it would in an emergency appointment situation (see 3.1.1.1).
- 4.5 The CoDaC GE will be employed on an academic year rather than a term-to-term basis.
 - 4.5.1 Academic year appointments may be extended through summer term contingent upon the work needs of the unit and available funding for the extension.
- 4.6 Performance evaluations are conducted by the Director of CoDaC and will be based on the execution of the duties of the position as listed in the position description. Informal evaluations will occur at the end of each academic term with a formal evaluation occurring at the end of the academic year.
 - 4.6.1 Deficiencies noted in the evaluation shall include specific recommendations for improvement and a timeframe in which the GE is expected to remedy such deficiencies to the satisfaction of the supervisor.

4.7 Reappointment

- 4.8 Reappointments are not automatic, nor are they guaranteed.
 - 4.8.1 To be eligible for reappointment to the same position, a GE must:
 - 4.8.1.1 Demonstrate satisfactory progress toward their graduate degree.

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4.8.1.2 Have performed the duties of the position satisfactorily in the prior academic year, as evidenced through performance evaluations.

4.8.1.3 Be recommended for reappointment by the CoDaC director, and have the Vice President for Equity and Inclusion's approval.

5.0 Workload and Work Assignments

5.1 For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

5.1.1 Workload includes performance of all duties of the work assignment.

5.1.1.1 The distribution of workload among work assignment 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.

5.2 The Center on Diversity and Community typically appoints research or administrative GEs.

5.2.1 Generally, these are .49 FTE appointments, which require up to 215 hours per term, or up to 645 hours per academic year.

5.2.1.1 Duties of the position will vary from year-to-year based on the needs of the unit. For AY 2019-20 those duties include:

5.2.1.1.1 Design and implement programming to support diverse populations across the campus community.

5.2.1.1.2 Assist in the development and implementation of unit-specific UO Diversity Action Plan programs through analysis, interpretation, and dissemination of institutional and national data, as well as other CoDaC research projects

5.2.1.1.3 Identification and promotion of campus resources related to diversity initiatives

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- 5.2.1.1.4 Attend regularly scheduled unit and divisional meetings as well as other meetings as assigned by the CoDaC Director.

6.0 Health and Safety

6.1 Accident Reporting and Workers' Compensation

- 6.1.1 The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.
- 6.1.2 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.
- 6.1.3 The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Workplace Injury Report with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.
- 6.1.4 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).
- 6.1.5 In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.
- 6.1.6 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

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there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.

- 6.1.7 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

- 6.2.1 The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

6.3 Reporting Safety Hazards

- 6.3.1 GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Kelly Pembleton, DEI Chief of Staff, (541) 346-5372.
- 6.3.2 Other resources on campus to report such information Safety and Risk Services, 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).
- 6.3.3 Emergency procedures, evacuation plans and first aid supplies are located in the CoDaC office.

7.0 Satisfactory Progress toward Graduate Degree

- 7.1 Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment (See section 4.0).
 - 7.1.1 As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

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7.1.2 The hiring unit is responsible for verifying that a GE is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GE's graduate degree program.

7.1.3 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 her/his graduate degree and issue its approval before a GE reappointment can be made to that student.

7.2 For a GE in the Center on Diversity and Community who is a graduate student in another department, satisfactory progress is assessed using the criteria established by that GE's graduate degree program.

8.0 Discrimination Grievance Procedures

8.1 To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

9.0 Work Environment

9.1 The CoDaC GE's workspace is located in the CoDaC office in Susan Campbell Hall. The work environment and materials provided to the CoDaC GE include the following:

9.1.1 Designated desk space, telephone, computer, and reasonable access to the internet.

9.1.2 Access to a printer/copier for work-related needs.

9.1.3 Private meeting space is available, upon request, in the OVPEI office

9.1.4 CoDaC's GE has access to the necessary office supplies to carry out the functions of the job.

9.1.4.1 No items will be purchased with GE's personal funds.

9.1.4.2 Supplies are purchased as needed by the CoDaC Director or their designee.

10.0 Absences

10.1 Absence Notification

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- 10.1.1 If you are unable to attend work at the scheduled time, you must notify the CoDaC Director as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend.
- 10.1.2 If you are planning an approved absence during any working days of the term, be sure to notify the CoDaC Director how to reach you, if possible.
- 10.1.3 The CoDaC Director will work with the GE to determine how and when the missed work will be made up.

10.2 Leave Reporting

- 10.2.1 GEs must use and must record the use of sick leave for any period of absence during the GE's regular work hours if the absence is due to illness or injury as described in Article 29, Section 8g.
- 10.2.2 GE's report sick leave in increments of days (i.e. 1 missed shift = 1 sick day); there is no partial day provision.
- 10.2.3 The CoDaC GE will report any sick leave taken (or not taken) by responding to the monthly Qualtrics survey sent out via email by DEI's HR Partner.

10.3 Extended Absence

- 10.3.1 If you are going to miss more than one workweek, you must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.
- 10.3.2 When a GE will be absent for a period of greater than five (5) consecutive working days (one week), they may be entitled to the Family and Medical Leave as described in this section. At the request of a GE, Unpaid Parental Leave can be utilized before paid sick days.
- 10.3.3 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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.