

General Duties and Responsibilities for Campus Planning & Facilities Management, Campus Planning – AY 20/22

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1.0 GENERAL INFORMATION

1.1 ABOUT THIS DOCUMENT

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (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 this GE hiring unit. This GDRS details the specific relationship between GEs and Campus Planning & Facilities Management- Campus Planning. This document does not apply to work-study, hourly student employees or other staff hired by Campus Planning.

1.2 ABOUT GE TUITION & FEES

Graduate Teaching Fellows 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 Teaching Fellows must pay \$140 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.

1.3 ABOUT THE GRADUATE TEACHING FELLOWS FEDERATION (GTFF)

All Graduate Teaching Fellows (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:

Aaron Olsen

Planning Associate

aaolsen@uoregon.edu

541-346-5564

DATE OF THIS GDRS: 08/01/2020

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

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.

Campus Planning makes an effort to distribute GE opportunities to as many students as possible and reserves a number of appointments for incoming students.

2.1 ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined by the spring quarter the year prior. GE assignments during the academic year in this GE employing unit would typically include administrative GEs.

2.2 SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term is usually determined in early summer. GE assignments during the summer in Campus Planning would typically include administrative GEs.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

3.1 Graduate students pursuing a master's or doctoral degree in the College of Design at the University of Oregon. Continuing students must be making satisfactory progress toward their degree according to the Graduate School and their academic unit's requirements. 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.

3.2 Experience or credentials required in order to be considered include:

Required Qualifications:

- Ability to work well with campus groups and business partners
- Ability to work well with little direct supervisions
- Demonstrated attention to detail
- Excellent written communication skills
- Excellent visual and graphic communication skills
- Demonstrated ability to create and develop materials (e.g. maps, diagrams, and space plans) for Campus Planning needs
- Evidence of ability to work independently as well as part of a team
- Familiarity with general office procedures
- Familiarity with the following software: Word, Excel, PowerPoint, and the Adobe Creative Suite.

Students will be considered in the following order:

Preference given to applicants from departments within the College of Design.

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

Reappointment may be for a maximum of three years.

3.3 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).

3.4 *APPLICATION PROCESS*

This unit posts 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.

3.5 ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following way: positions are posted to the GE openings page for 10 business days, or until filled.

3.6 SUMMER TERM APPOINTMENTS

When a summer term appointment with Campus Planning is available, information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way: positions are posted to the GE openings page for 10 business days, or until filled. 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 or emergency appointments may be necessary. In such cases, these positions will be posted to the GE Openings page for a two week timeframe, or until filled.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

4.1 In accordance with the CBA, Campus Plannings's standing committee of at least three members includes:

Planning Associate, Senior Planner, Space Analyst

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.

4.2 General criteria include:

- 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.

4.3 Assignment Type-Related Criteria include:

- Specific qualifications based on requirements and preferences cited in the position announcement.

4.4 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).

- See the position announcements for details.

4.5 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.

4.6 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 4).

4.7 If a position needs to be filled on an emergency basis, the department reserves the right to appoint a current/continuing student directly to the position.

Performance of GEs in Campus Planning are evaluated:

- At the end of the academic year for GEs appointed fall, winter and spring.
- At the end of the summer term for summer GEs.

Evaluations are performed by:

Planning Associate

4.8 The criteria used for evaluation include:

Quality of work; dependability; feedback from team members and partner units; verbal and written communication specific to assigned tasks.

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 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 Campus Planning, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)

5.1 *WORK ASSIGNMENTS*

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 must track how they spend their work hours dedicated to specific construction projects 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 Campus Planning, duties for the following types of GE work assignments are as follows:

Administrative GE [100%]:

- Provide support for a wide array of staff positions within the office-architects, landscape architects, historic preservationists, real estate professionals, planners, space analysts, etc.
- Develop, design, and create maps, diagrams, and other illustrative materials using the Adobe Creative Suite and GIS
- Assist with researching, compiling, editing, and updating planning studies and reports, historic assessments, real estate documents and space planning analyses

- Collect and enter data in Excel spreadsheets and other databases. Analyze the data and create reports that facilitate rapid communication of key takeaways
- Create and compile photographic documentation of landscapes and structures on campus
- Assist with space verification projects
- Design professional tabling displays, posters, and fliers
- Create high-quality presentation materials
- Create and edit content on the Campus Planning website
- Perform a range of administrative tasks such as organizing, filing, and scanning documents

5.2 PROFESSIONAL TRAINING

GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties.

GEs may be compensated for these training hours by accounting for the hours within their regular work assignment if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual training courses and/or activities for that GE. GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments. Nothing in this section shall trigger time-and-a-half substitution pay as described in ARTICLE 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

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 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.

6.2 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>.

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6.3 REPORTING SAFETY HAZARDS

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor.

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. The following unit representative may also be contacted: Adam Jones, Building Sciences Manager, Safety and Risk Services, (541) 346-8397, asjones@uoregon.edu

Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Evacuation plans are located at the entrance to the building, MSDS sheets are located in Building 130 warehouse, Safety policy manual copy is located in the ground floor break room.

PPE available with training as necessary from Energy Administrative Staff.

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 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.

7.1 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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: <https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>.

Campus Planning is an administrative unit. Satisfactory progress is determined by each GE's graduate program. See that program's website, handbook, and GDRS for more information on satisfactory academic progress criteria.

8.0 DISCRIMINATION 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.

9.1 *Workspace:*

Workspace has been reviewed by EHS for safety.

9.2 *Private Meeting Space:*

This is generally not applicable for Administrative GEs in Campus Planning. However, GEs will have access to the schedulable meeting spaces in Campus Planning if necessary.

9.3 *Work Hours:*

In general, GEs should plan to work between the hours of Monday-Friday 8:00am-5:00pm. Campus Planning makes every effort to accommodate student schedules and provide flexible work hours.

9.4 *Access to Telephones and Computers:*

GEs are provided with phone and computer access and necessary software.

9.5 *Access to Office Supplies, Photocopies and Printouts:*

GEs are provided access to Office Supplies, Photocopies and Printouts.

10.0 ABSENCES

ABSENCE NOTIFICATION:

If you are unable to attend work at the scheduled time, you must notify Eleni Tsivitzki, 541-346-5024 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 a class without permission from – Not Applicable. 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).

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 Aaron Olsen, 541-346-5564 using this protocol.

If you are going to miss more than one work week, you or your designee 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.

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>.