

General Duties and Responsibilities for Safety and Risk Services, 2017-18

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1.0 GENERAL INFORMATION

1.1 *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employee positions (GEs) offered by Safety and Risk Services. 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 (GTFF). This GDRS details the specific relationship between GEs and Safety and Risk Services. This document does not apply to work-study, hourly student employees or other staff hired by Safety and Risk Services.

The individual who shall oversee the implementation of this GDRS is:

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Director, GIS & Mapping
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541-346-5810

DATE OF THIS GDRS REVISION: 5/2/2017

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS (GE'S)

2.1 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 of the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

Safety and Risk Services makes an effort to distribute GE opportunities to as many students as possible. As an administrative unit, Safety and Risk Services typically offers GEs through the Institutional Priority or Strategic Alliance GE program. This program, restricted to non-academic units, is a means of providing support for one or more GEs to perform administrative duties that support institutional priorities and provide graduate students with significant professional development opportunities.

2.2 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.

2.3 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 Safety and Risk Services would typically include administrative GEs.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

3.1 Graduate students pursuing a master's or doctoral degree at the University of Oregon in any discipline are eligible to apply for a GE position. Continuing students must be making satisfactory progress toward their degree according to the Graduate School and their academic unit's requirements.

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

Required Qualifications:

- Strong organizational skills
- Strong oral and written communication skills
- Ability to take direction and work independently
- Ability to work in a collaborative team environment
- Ability to work effectively with faculty, staff and students from a variety of diverse backgrounds.
- Ability to pass a criminal background check.

Students will be considered in the following order:

Students will be considered purely on the strength of their application package, interview, and references. Students satisfying one or more of the Preferred Qualifications posted in an announcement may be considered above the others only satisfying the Required Qualifications.

Students demonstrating specific experience necessary to perform the work assignment will be considered above students that can't.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. 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).

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.

3.4 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.

3.5 SUMMER TERM APPOINTMENTS

When a summer term appointment with Safety and Risk Services 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.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

4.1 In accordance with the CBA, Safety and Risk Services' standing committee of at least three members includes: GIS Director, Senior Developer, Analyst Programmer.

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 funding contingent, 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 general criteria for any appointment, general criteria based on particular types of work assignments available within the GE employing unit, and 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 GTF'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, 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 Safety and Risk Services 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:

GIS Director

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

- .49 FTE (Up to 215 hours per term or up to 645 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 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 Safety and Risk Services, duties for the following types of GE work assignments are as follows:

5.2 DUTIES BY WORK ASSIGNMENT

Administrative GTF:

Analyzing and Reporting [25%]. Assists the CGIS Director, the broader UO Spaces Project Team and User Groups by analyzing, reporting, and visualizing data within the UO Spaces Data System.

Systems Design Documentation [20%] . Assists the CGIS Director, the broader UO Spaces Project Team and User Groups by documenting current and proposed system design concepts by creating graphical and textual documentation.

Project Coordination [20%]. Assists the CGIS Director, the broader UO Spaces Project Team and User Groups with project coordination tasks and activities. Uses CGIS Team’s “Teamwork” project management software platform for project tracking and coordination. Assists with project communications and scheduling.

Testing [10%]. Assists the Project Team by testing new prototype and beta applications built on the UO Spaces platform and documenting findings.

Field data collection / verification [10%]. Assists the UO Spaces Project Team by participating in field data collection and verification activities. Using mobile applications to visually verify crowd-sourced data.

Meeting attendance [15%]. As class schedule permits, GTF will attend project meetings and be responsible for documenting actions and outcomes relevant to their work.

6.0 HEALTH AND SAFETY INFORMATION

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: Adam Jones, Building Sciences Manager, Safety and Risk Services, (541) 346-8397, asjones@uoregon.edu

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:

- Evacuation Plans are located throughout the building on hallway walls and near entrances.
- Emergency Procedures are located in Safety and Risk Services office suite Room 238 as well as GIS Room 201 of the Franklin Building.
- First Aid Supplies are in Safety and Risk Services office suite Room 238 of the Franklin Building.

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 his/her 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>.

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 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 *This section should state, "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. GE's will be provided a workspace in Room 201 of the Franklin Building.

9.2 Private Meeting Space:

This generally not applicable for Administrative GEs in Safety and Risk Services. However, GEs will have access to the schedulable meeting spaces in Safety and Risk Services if necessary.

9.3 Work Hours

In general, GEs should plan to work Monday-Friday 8:00am-5:00pm. SRS makes every effort to accommodate student schedules and provide flexible work hours. Access to Exchange shared calendar group will be used to schedule work.

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 Ken Kato, 541-346-5810, kkato@uoregon.edu as soon as possible, including, if possible, in advance of the scheduled work assignment you are unable to attend/perform.

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 Ken Kato, 541-346-5810, kkato@uoregon.edu as soon as possible.

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.

MAKE-UP WORK

The unit does not provide opportunities for missed work to be made up.

PLANNED ABSENCES

If you are planning an approved absence during any working days of the term, be sure to notify Ken Kato, 541-346-5810, kkato@uoregon.edu, 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-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.