

ARTICLE 9. WORK AGREEMENT/WORK ASSIGNMENT

GTFF Proposed Language | ~~GTFF-deletion~~ | UO Proposed Language | ~~UO-deletion~~ |
Agreed Upon Language | Status Quo

Section 1. The University reserves the right to assign GEs those duties and responsibilities that best meet the needs of the institution based upon the qualifications and abilities of the GE. Specialized courses, upper division courses, and those courses not traditionally assigned to GEs will be assigned only after a review of the qualifications and abilities of the GEs. GEs will be consulted regarding the suitability of the assignment.

Section 2. For teaching assignments, each hiring unit shall apprise GEs of available course assignments as early as possible and at least six weeks prior to the start of classes, to afford the GEs an opportunity to indicate their preference of assignments. Shorter notice may be necessary due to circumstances including, but not limited to, changes in the courses or course sections being offered, unexpected variations in student enrollment, schedule conflicts, or changes in the availability of staff.

Section 3. To facilitate adequate course preparation, each hiring unit shall apprise teaching GEs of course assignments at least three weeks prior to the start of classes, ~~including the provision of assigned syllabi and associated course materials where applicable. which includes but is not limited to:~~

- a. the provision of assigned syllabi,
- b. the provision of associated course materials,
- c. the role(s) the GE will be performing for the class (e.g. grading, teaching),
- d. the FTE associated with their assignment, and
- e. the specific times they will be asked to instruct if applicable.

GEs who are acting as instructors of record shall be notified of their course assignment at least four (4) weeks prior to the start of classes. Shorter notice may be necessary due to circumstances including, but not limited to, changes in the courses or course sections being offered, unexpected variations in student enrollment, schedule conflicts, or changes in the availability of staff.

When unexpected variations in student enrollment occur requiring the addition or deletion of course sections, assignments may be changed after students register for classes. An effort shall be made to avoid conflicts between the GE's course schedule and their GE assignment.

If course assignments offered in writing are subsequently changed, the hours spent in preparation for the original assignment shall be credited for the purpose of determining workload. If within the year the assignment for which preparation credit was assessed is offered to the GE, the credited time will again be included in the workload. In no instance will more than twenty-four (24) hours be so credited—or deducted—in any given term. A GE may not be asked

to perform more than twenty-four (24) hours of such preparatory work unless otherwise designated in a Workload Allocation Form.

Section 4. A GE has the right to a clear statement of duties that outlines the GE's participation in the academic process. At the time of the appointment offer, each department or administrative unit shall provide the graduate student with written instructions on how to access the department or administrative unit's General Duties and Responsibilities Statement and advise GEs of the availability of workload allocation forms for use as provided in Section 5 of this Article. A GE may request a meeting with their supervisor or department head to obtain clarification of their duties and responsibilities. The department or employing unit will orient the new GEs to resources utilized to fulfill the appointment at the beginning of each quarter.

Section 5. The University encourages GEs and their supervisors to communicate as needed concerning the GE's work assignment to ensure that GEs receive appropriate guidance and supervision.

The University shall make available a workload allocation template to all hiring units for voluntary use by GEs and their supervisors. Supervisors must offer the use of a workload allocation form to GEs at least five (5) working days before the start of their assignment. ~~Either the supervisor or~~ Additionally, GEs may request the use of a workload allocation form. A GE's request for the use of a workload allocation template shall not be unreasonably denied by the supervisor.

The purpose of the workload allocation form is to foster clear communication and transparency of expectations. The workload allocation form will identify the specific work duties that comprise the GE's assignment and the anticipated amount of time the GE will spend on each specified work duty. Workload allocation forms shall not be construed to impose a burden on GEs to track their hours. It may be revised by the GE and the GE's supervisor as needed throughout the GE's appointment. If a supervisor and GE use the workload allocation template, the supervisor shall be available to discuss potential revisions of the completed workload allocation form. Supervisors, in consultation with relevant GEs, will update workload allocation forms to reflect workload changes due to course enrollment changes when applicable. If the template is used, the GE will be provided a copy of each completed workload allocation form and any revisions to the workload allocation form.

A variance or deviation from the allocated amount of time for each specific work duty does not constitute a violation of this Agreement and may not be grieved. However, GEs are encouraged to notify their supervisors as soon as is practicable during the academic term if they anticipate their total work assignment will exceed their FTE. A Union representative shall be allowed to attend a meeting between the GE and the GE's supervisor for the purpose of reviewing the GE's workload allocation form to determine whether the GE's specific work duties will result in the GE working in excess of the GE's assigned FTE.

Within three months (one term) of the end of an assignment, the GE has the right to make recommendations about the workload allocation for their specific work assignment(s). Recommendations may be submitted in writing, or the GE may request to meet with their supervisor or other department representative to provide the recommendations verbally.

Subject to the limitations provided for under state and federal law, including, but not limited to, the Family Education Rights and Privacy Act, all recommendations submitted in writing by a GE or supervisor and any workload allocation form voluntarily submitted to the employing unit by a GE or supervisor will be retained by the Employing Unit for no less than four years and will be made available to any GE in the unit upon request.

Section 6. Each department or employing unit will prepare a General Duties and Responsibilities Statement (GDRS) describing the conditions under which GE assignments are made. The GDRS shall include the following information:

- a. A general description of the job requirements.
- b. The supervisory individual who shall oversee the implementation of the GDRS.
- c. Availability of Graduate Employee appointments in the department. This includes but is not limited to:
 - I. the expected number of GE appointments per lab, if applicable;
 - II. the FTE associated with each GE appointment; and
 - III. the number of GE lines assigned to the department by the college.
- d. Eligibility requirements and application process for both academic year and summer term appointments.
- e. Appointment and reappointment process, including selection criteria and the application process for both academic year and summer term appointments (ARTICLE 17).
- f. Workload and work assignment information, including any work GEs are expected to complete prior to the first day of classes.
- g. Health and safety information, including any training requirements, use of required personal protective equipment, accident reporting and workers compensation coverage if substantially different from the health and safety information provided in ARTICLE 10, Section 2 and if not covered in more depth in a safety manual.
- h. Requirements for satisfactory progress towards graduate degree. These criteria must be as specific as reasonably possible and must include objective measures (e.g., GPA, limits on the number of incompletes, and deadlines and/or timelines for passing qualifying exams or proposing one's thesis).

- i. 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 Office of Equal Opportunity and Access (OEOA) Office of Investigations and Civil Rights Compliance (OIGRC); <https://investigations.uoregon.edu/>). The ~~OEOA OIGRC~~ will encourage all GEs attempting to file an employment-related discrimination complaint to contact the GTFF.
- j. GE absence procedure or reference to where this procedure is documented.
- k. Information detailing the GE work environment consistent with ARTICLE 10.
- l. Information about what counts toward the total years of funding offered to a graduate student at the time of admission.

The GDRS of each department or employing unit shall include health and safety information or the department shall properly train GEs on health and safety duties and responsibilities and provide up-to-date safety information in a written document available to GEs.

Workload and/or work assignment information shall include course attendance requirements, office hour expectations, registration duties, grading, anticipated preparation time or activities before and during the term, meeting with supervisors and/or co-workers, safety training, and any other duties included in the GE work assignment for both academic year and summer term appointments.

Hiring units are required to update their GDRSs within 90 days of ratification of a new CBA to reflect any new or revised requirements of the CBA. The Division of Graduate Studies will notify hiring units of any required changes and oversee the collection of new GDRSs. GDRSs shall be valid for the period of the CBA.

If a hiring unit needs to make GDRS revisions prior to the ratification of the next CBA, these revisions shall be submitted to the Division of Graduate Studies by May 15 prior to the following academic year. By April 1 of each year, the University shall notify GEs 1) of how to access the GDRS documents and 2) that GEs may submit proposed revisions or feedback to the department by April 15. The University will notify the GTFF of University-wide required changes to GDRS documents.

Section 7. The Division of Graduate Studies will make the GDRS available on its website in an easily accessible, electronic format. The copy of the GDRS contained on the Division of Graduate Studies website shall be considered the master copy, and any electronic or nonelectronic distribution of the GDRS must be made from this copy. The Division of Graduate Studies should maintain and allow access to copies of out-of-date GDRSs for the prior eight (8) years. At the time of hire, GEs shall be provided with instructions on how to access the department's GDRS. Department websites should provide a link to their GDRS, hosted by the

Division of Graduate Studies. A GE may request a meeting with their supervisor or department head to obtain clarification of their duties and responsibilities. The department or employing unit will orient the new GEs to resources utilized to fulfill the appointment at the beginning of each quarter.

Section 8. In accordance with ARTICLE 39, the GTFF will be responsible for distribution of the current collective bargaining agreement to GEs.

Section 9. GEs who will be required to be at work during periods of academic recess shall be given no less than thirty-five (35) calendar days' written notice. GEs required to work at special events, conferences, attend retreats, assist in language fairs or perform other similar non-routine activities shall be given fifteen (15) calendar days written notice. When such activities require travel, GEs are eligible for reimbursement and per diem in accordance with prevailing rates. In the event of an emergency, and with the mutual agreement of the GE and the unit head, a lesser notice period can be arranged. If timely notice is not given and the GE refuses to work during these activities, disciplinary sanctions will not be imposed. When possible, departments and programs will hold meetings at which GE attendance is required during regular workday hours rather than at night or on weekends.

[Moved to Article XX, Section 3]

~~Section 10. In recognition of the variable or flexible schedules associated with many research projects, GEs with 12-month or 9-month research appointments shall have the right to take up to ten (10) days of leave which may be contiguous during their appointment year, provided the procedures outlined in this section are followed. Such leave shall not reduce or otherwise interfere with the GE's obligation to fulfill the hours required of their assigned FTE. This provision does not apply to time off for academic employee holidays, research schedule permitting, unless these holidays fall within the period of ten (10) contiguous days for which leave is being requested.~~

~~Leave dates and duration will be decided by mutual agreement between the GE and the supervisor as the research schedule permits. To assure adequate consideration, a request for such a leave must be made in writing, either electronically or in hard copy, to the supervisor at least two (2) weeks in advance of the beginning of the leave. If mutual agreement cannot be reached, the GE shall have the right to time off during the last ten (10) days of their appointment contract, provided the GE submits a signed document to the employing unit attesting that all FTE requirements have been fulfilled.~~

~~This document must be submitted two (2) weeks prior to the expiration of the appointment. This section does not preclude the customary informal arrangements between the research GE and supervisor to accommodate other absences, as long as the GE fully meets the duties and responsibilities associated with the assigned FTE for the position.~~

[End of moved section]