

GTFF Reclassification Package (07/29/2026)

Items being packaged:

- Article 18 Classifications (in its entirety)
- Letter of Agreement on the Reallocation of Administrative GEs (in its entirety)

ARTICLE 18. CLASSIFICATIONS

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

Section 1. ~~Beginning September 15, 2016, the University will implement a classification system as described in this article.~~ All new GE appointments ~~after this date~~ shall include the classification of the position. Duties will determine in which classification a GE belongs; a job title is not indicative.

Section 2. Classifications

The classification of a GE appointment is determined by the nature of the majority of the duties performed by the position. Job titles are not indicative of proper classification. Placement of an appointment in a classification does not preclude duties generally associated with other classifications.

a) Instructors

GEs classified as instructors spend the majority of their time performing duties that are designed to impart knowledge to students by teaching and assessing students' performance. The remaining balance of their time is spent on closely related activities such as class preparation, recording grades, reviewing submitted work, and/or serving as mentors to students. Examples of duties commonly performed by GEs in this classification include solo instruction; leading discussion sections; lab instruction; instructional design; lesson planning; holding office hours; assisting faculty with instruction, grading, reviewing submitted work, recording grades, and providing feedback on assignments to students. In exercising the duties described above, GEs classified as instructors exercise independent judgment and discretion. Instructors are paid on a salary basis.

b) Researchers

GEs classified as researchers primarily conduct tasks associated with performing research in a lab, community, or clinical setting. Researchers are paid on a salary basis and are required to let their supervisor know in advance whenever possible whether their work schedule will deviate from an agreed-upon weekly schedule. Nothing about this section shall be construed as limiting a researcher's grievance rights under ARTICLE 13.

~~e) Administrative~~

~~GEs classified as administrative primarily conduct administrative or office tasks outside of a classroom, clinical, or lab setting. Additionally, GEs who do not fall into the other classifications will be classified as administrative GEs. Administrative GEs are paid on a salary basis and will be required to track their time on the timesheet provided by their supervisor.~~

~~Except for GEs classified as Instructors, GEs agree to receive permission from their supervisor prior to working more than forty (40) hours in a work week. GEs and their supervisors shall make every effort to ensure GEs work does not exceed twenty (20) hours in a work week whenever feasible. A work week is defined as the period of time between 12:00 am on Monday and 11:59 pm on Sunday. Researchers and Administrative GEs understand that except as otherwise required by law, the university will pay them a fixed salary every month regardless of the number of hours actually worked that month. Minimal salary amounts and overtime rate calculations are set forth in ARTICLE 22.~~

Section 3. Classification and Reclassification

The University will classify each GE appointment based on its primary duties.

If an appointment is misclassified or the nature of the position changes over time, a position may be reclassified.

- a) The University may initiate a reclassification at any time it believes the current classification of the appointment no longer reflects the majority of the appointment's duties. A reclassification will take effect ten (10) days after written notice has been given to the GE.
- b) A GE may petition for reclassification to their supervisor, department head, or to the Division of Graduate Studies at any time they believe the current classification of the appointment no longer reflects the majority of their duties. If the reclassification petition is approved, a reclassification will take effect ten (10) days from the written approval of the supervisor, department head, or the Division of Graduate Studies. If the petition is denied or if no response is received within ten (10) days, the GE may file a grievance pursuant to ARTICLE 13.

Appendix X. Letter of Agreement on the Reallocation of Administrative GEs

In removing Administrative GEs from GE classifications (Article 18), the university affirms that it shall not remove GE positions, but rather reclassify them into TA or RA positions. To assure the reallocation does not result in diminishment of the GE workforce, the university agrees to:

- a. send GTFF a list of each administrative GE position since 2019 accompanied by the FTE; appointment type, classification, department/office, duties, supervisor and CRN (when applicable) of the replacement position within three months of contract ratification; and
- b. discuss at an LMM what the alternative plan will be for administrative GE positions that were previously used as remedies for grievances or ADA accommodations within three months of contract ratification.