

General Duties and Responsibilities
Genomics & Cell Characterization
Core Facility 2021-22

Contents

1.0 GENERAL INFORMATION	1
2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs).....	2
3.0 ELIGIBILITY REQUIREMENTS.....	2
4.0 APPOINTMENT AND REAPPOINTMENT	3
5.0 WORKLOAD	4
6.0 WORK ASSIGNMENTS	4
7.0 HEALTH AND SAFETY INFORMATION	5
8.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE	6
9.0 CRITERIA USED TO ASSESS SATISFACTORY PROGRESS	7
10.0 DISCIPLINE AND DISCHARGE	7
11.0 DISCRIMINATION GRIEVANCE PROCEDURES	7
12.0 WORK ENVIRONMENT	7
13.0 ABSENCES	8

1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by the Genomics & Cell Characterization Core Facility (GC3F). The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon (UO) and the Graduate Teaching Fellows Federation (GTFF). This GDRS details the specific relationship between GEs and the GC3F. This document does not apply to work-study, hourly student employees, or other staff hired in GC3F.

About GE Tuition and Fees

Graduate Employees 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. GEs must pay \$61 of the mandatory fee subsidy (per quarter during the academic year – fall, winter, spring); **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, and summarized here: <https://gradschool.uoregon.edu/funding/ge/salary-benefits>

In this GE employing unit, GEs are most commonly appointed at .49 FTE (minimum of 10 credits for term, and typically for three consecutive terms starting in Spring). The individual who shall oversee implementation of this GDRS is GC3F Director, Doug Turnbull.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Employees (including administrative, research and teaching GEs) at the UO are represented by a union, the GTFF. Official membership is at the individual's discretion. 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 UO. Links to the CBA and to this GDRS are provided in the GE appointment contract signed by each student who accepts a GE appointment.

DATE OF THIS GDRS REVISION: March 2021

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs)

The availability of GE appointments are determined by the director of GC3F. 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.

In GC3F, the priority is to maintain active research and best practices, and provide core services to the University and external stakeholders.

ACADEMIC YEAR AND SUMMER APPOINTMENTS

As a core facility, the needs of GC3F may not follow the typical academic year model. GC3F's current model is to employ GEs for up to nine months starting in Spring term, and terminating at the end of Fall term. This is subject to change as the needs of GC3F evolve.

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in GC3F are:

- Graduate students enrolled at the UO in the Bioinformatics and Genomics Master's Program (BGMP) or other departments, but who have a degree in Chemistry, Physics, Biology, Computer and Information Science, or a closely related field, and who have met the criteria identified in section 4 of this document (Appointment and Reappointment).

Required experience or credentials include:

Graduate students from outside the BGMP, Chemistry, Physics, Biology, and Computer and Information Science Departments should have at least a bachelor's degree in a closely related field, awarded from an accredited institution; and have demonstrated excellence in communication and interpersonal skills. An interview may also be used.

Interest, desire, and prediction of performance may be considered in addition to previous experience if the quality of the GE's application as a whole is high.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each Academic Year term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment.

4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, GC3F's standing committee of at least three members includes: The GC3F Director, the student's advisor, the GC3F's Business Manager.

Also, in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible.
- 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. It is common to receive an appointment offer prior to receiving a specific assignment.

(A) General criteria include (in no particular order):

- *Academic credentials:* For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- *Recommendations from academic or work supervisors:* Consideration will also be given for a positive working arrangement between a GE and the faculty person(s) 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 mentor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- *Interviews:* Finalists will be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

- *Research Assistant:* Assignment related criteria may be determined based on the primary project(s) required by GC3F, and may change each term.

GE performance is evaluated at the end of every term. Evaluations are completed by the supervisors, and/or mentors working directly with the GE. The GE will be evaluated based upon the progress on the stated research objectives of the projects assigned to the GE.

The supervisor may also provide a narrative on the evaluation that addresses strengths and weaknesses.

5.0 WORKLOAD

Workload includes performance of all duties of the work assignment. 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 GC3F, GEs are most commonly appointed at the following full-time equivalent level (FTE) and corresponding total workload:

- 0.49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

6.0 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 GC3F.

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. GEs may also request documentation of the expected time for each component of the assignment.

DUTIES BY WORK ASSIGNMENT

Research Assistant:

Research Assistants work under the supervision of faculty in GC3F. The goals of the research proposal and experimental results set the requirements for the time to be spent in research activities. GC3F research assistants are normally appointed at 0.49 FTE.

GE Training Provisions

- 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 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.

- Workload will be addressed between GE and supervisor at the time of the GE's request for specific training.

7.0 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 Environmental Health and Safety Policy may be found on the library website, <https://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>.

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:
Doug Turnbull (dturnbul@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 and first aid supplies: Each laboratory room and each laboratory preparation room has a first aid kit. Material safety data sheets (MSDS) are maintained by the laboratory preparators in the Genomics Core Facility. Emergency procedures and evacuation plans can be found in display cases in the hallways outside the lab rooms in Klamath Hall. A more extensive list for material safety data sheets is maintained in the Office of Environmental Health and Safety (EHS), 541-346-3192.

Use of Personal Protective Equipment:

In those cases in which hazardous materials are used in GC3F laboratories, one of the GC3F Laboratory Preparators, will provide appropriate training and safety equipment such as rubber gloves, safety goggles, or facemasks.

8.0 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 a 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.

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. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

9.0 CRITERIA USED TO ASSESS SATISFACTORY PROGRESS

Coursework:

Complete a minimum of 9 credits and a maximum of 16 credits per term, during the academic year, toward the graduate degree.

Grades:

Maintain a cumulative GPA of 3.0 or better for all graded courses. The GPA will be computed for coursework meeting the requirements of the graduate degree. At any one time, a student shall have no more than two incompletes. All incompletes shall be completed within one year of incurring them.

Research:

Satisfactory progress on research endeavors will be evaluated each term by the GE's supervisor and/or mentors.

10.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the GTFF. 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, <https://investigations.uoregon.edu/how-report>.

12.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Questions and Information detailing the GC3F GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE

assistance) can be emailed to the GE's supervisor or the GC3F business manager (mjayne@uoregon.edu).

Workspace:

All work by GEs will be done remotely.

Private Meeting Space:

All private meetings will take place digitally over Zoom, Microsoft Teams, or other similar communication means.

13.0 ABSENCES

Notification:

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor or mentor. If possible, notify your supervisor in advance of the scheduled work assignment that you are unable to attend.

In the case that you are unable to directly notify your supervisor, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol.

If you are going to miss more than one workweek, 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.

Planned Absence:

If you are planning an approved absence during any working days of the term, be sure your supervisor knows how to reach you (if possible).

Additional Information:

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>.