

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT for  
UNDERGRADUATE EDUCATION AND STUDENT SUCCESS GRADUATE EMPLOYEES in  
THE ACCESSIBLE EDUCATION CENTER  
2020-22**

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**1.0 GENERAL INFORMATION**

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

Hilary Gerdes, Assistant Vice Provost for Accessibility/Director  
Accessible Education Center

DATE REVISED: June 25, 2020

The purpose of this document is to clarify information concerning Graduate Employees offered by Undergraduate Education and Student Success UESS in the Accessible Education Center (AEC). The relationship between GEs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GEs and the UESS Accessible Education Center. This document does not apply to work-study or other staff hired in the Accessible Education Center.

**2.0 AVAILABILITY OF GRADUATE EMPLOYMENT**

GE appointments are programmatically determined by UESS Vice Provost for Undergraduate Education and Student Success and department leaders, and are typically available during the academic year.

The number of GE positions available is subject to the budgetary constraints on the Division and the University.

In UESS AEC, the priority is to provide direct student support and to develop intervention programs as well as general support to AEC office functions.

**Academic Year Appointments**

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The availability of GE appointments for the upcoming academic year is usually determined during the preceding spring term. In recent years, GE assignments during the academic year have been administrative GEs.

**Summer Term Appointments**

UESS occasionally hires a GE during summer term to assist with a variety of administrative activities and programs.

**3.0 APPLICATION PROCESS & ELIGIBILITY REQUIREMENTS**

UESS routinely posts its position announcements, including a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment on the Graduate School's "GE Openings" webpage for a minimum of 10 business days (Article 17, Section 1). Announcements are also posted at relevant offices and departments on campus.

Completed applications shall be returned to the Department by a specified deadline as noted on the announcement. Applications will consist of a letter of interest detailing qualifications for the position, relevant work experience, educational background, and academic/career goals; and a resume/CV.

Applicants who would add to the diversity of the workplace are strongly encouraged to apply.

Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made (Article 17, Section 1).

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the same manner as detailed above.

Graduate students enrolled at the University of Oregon in a master's or doctoral program in any discipline are eligible to apply for a GE position. Students in a field related to the work of this department or at the doctoral level may be given preference.

Preference will be given to students with experience advising, counseling, or teaching undergraduate students with disability/access experience, and/or with credentials in the specific program area of the work assignment.

The Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. In addition, the GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

**4.0 APPOINTMENTS AND REAPPOINTMENT PROCESS**

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GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations (Article 8, Nondiscrimination).

Reappointments are not automatic, nor are they guaranteed. If the same position continues to be available, the same student may continue to fill it for multiple appointment years (i.e. be reappointed) upon successful evaluation.

Evaluation of GE work performance takes place annually, during spring term.

In addition to the general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.

In the case of the continuation of the same position, the Department may decide to continue with the same GE in the position without any new announcements.

GEs will be employed year-to-year rather than term-to-term, whenever feasible.

Appointments and reappointments will be based on the eligibility criteria in section 3 as well as (A) general criteria for any appointment, (B) specific criteria related to the particular GE work assignment.

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

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. 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.
- While appointment or reappointment criteria may include the recommendation of the person who will act as the GEs supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. 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.
- Financial need will be considered in evaluating two or more equally qualified candidates.

**All criteria specific to a particular GE work assignment are specified in position announcements:**

- Experience working with college age individuals through counseling, teaching, or advising.
- Specific experience or demonstrated interest in disability issues, including identity development.
- Coursework that addresses diversity, inclusion, disability, counseling, teaching strategies, or other related work is desired.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general and specific criteria referred to above. This applies to positions that

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become available outside the normal appointment cycle as well. 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.

**5.0 WORKLOAD & WORK ASSIGNMENTS**

GEs are appointed in UESS at the following full-time equivalent levels (FTE) and corresponding total workloads (Article 21). Most GE's in UESS are hired at .49 FTE.

- 0.20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
- 0.30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- 0.40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year
- 0.49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

**Primary Responsibilities of UESS AEC GEs.**

- AEC Academic Engagement GEs support student success and retention by providing critical counseling and mentoring support for undergraduate students within the context of a student's experience of disability. This may include individual or group counseling/advising or coaching, student mentoring, and program development through a strengths-based perspective of disability.
- GEs meet with selected students individually to provide academic support in the areas of college adjustment, motivation, disability identity, self-compassion, time management, and organizational strategies.
- GEs are expected to write timely and concise case notes, and meet weekly to review student issues.
- May design and facilitate workshops on disability and academic engagement focused topics, and assist with outreach and intervention initiatives. Collaborates and consults with AEC staff to best support students and participates as an active part of the Accessible Education Center.
- Scheduled work hours are typically during 8:00 AM - 5:00 PM, Monday-Friday.

Responsibilities may include the following (hours per term are approximate):

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\* *Academic Engagement GE Counselor @ 0.49 FTE* (215 hours/term)

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| 5.1 | Advising/counseling<br>Maintain regular office hours. Provide academic engagement and mentoring support to referred students in individual or group settings.  | Hrs per term: approx. 107 |
| 5.2 | Program planning and support<br>Under supervision, provide input and planning for particular program area (e.g. student group liaison, academic intervention initiatives, disability justice event).                                 | Hrs per term: approx. 81  |
| 5.3 | Other responsibilities<br>Provide general assistance to the Accessible Education Center staff, coordinate special projects, and participate in the Accessible Education Center staff meetings and outreach programs, as time allows. | Hrs per term: approx. 27  |

**6.0 HEALTH AND SAFETY INFORMATION**

**Accident Reporting and Workers' Compensation**

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 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 Workplace Injury Report 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 <https://safety.uoregon.edu/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. 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

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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 Safety and Risk Services immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

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).

**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, <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 that identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:

- 1) Tiffany Lee, Office Manager, 541-346-1065
- 2) Hilary Gerdes, AVP/Director, 541-346-1063

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).

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Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: Located in the breakroom, Oregon Hall room 389.

**7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

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

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that program. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.

Satisfactory progress is determined by each GE's graduate program. See that program's website, handbook or GDRS for more information

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.

UESS/AEC, as an administrative unit, defers to the GE's academic department and checks with them annually at the time of contract renewal (generally in May of each academic year).

## **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 Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

## **9.0 WORK ENVIRONMENT**

The work environment and materials provided to the Accessible Education Center GEs include the following:

### GE Assistance

#### **Workspace**

UESS provides an office, workspace, or shared office space for GE's with working locks on doors and/or cabinets, and safe and appropriate furnishings, some of which are securely affixed to the walls (i.e. overhead bins, desktops). GE's will be issued a key and building access to their workspace.

#### **Private Meeting Space**

When meeting with students each GE will have a confidential meeting space (based on scheduling office hours that are not in conflict with each other).

#### **Access to Telephones and Computers**

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GEs will have access to telephones, computers with appropriate software, and other equipment necessary to carry out work assignments. This equipment is available during the office work hours, Monday-Friday, 8:00am-5:00 pm.

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

GEs working in UESS will have access to office supplies necessary to accomplish tasks associated with their assignments as directed by their supervisor. Each GE is provided access to make copies. Printers are available to GEs as needed in their day to day work. There is a fax machine available for business-related faxing as well as a scanner for business related scanning purposes. Access to these supplies is available, at a minimum, during our standard business hours—Monday through Friday, 8:00am-5:00pm.

**10.0 ABSENCES**

**Notification**

If you are unable to attend work at the scheduled time, you must notify Dr. Hilary Gerdes as soon as possible, including, if possible, in advance of the scheduled work assignment. In cases where your absence results in the need for assistance with rescheduling student appointments, or making corrections to your posted schedule, please also contact other necessary staff.

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 your supervisor 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.

**Make-Up Work**

Generally, for duties missed, please check in with Dr. Hilary Gerdes to determine when and how the missed work will be made up.

**Planned Absences**

If you are planning an approved absence during any working days of the term, be sure to notify Dr. Hilary Gerdes of how to reach you (if possible).

**GE Sick Leave**

Effective January 1, 2016, Graduate Employees receive paid sick leave. For further detail on how this sick leave operates, please refer to Article 28 of GTFF collective bargaining agreement. Some of the important elements include:

- GEs will accrue and use sick leave in days.
- If a GE is absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, they will be charged a day of sick leave.



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- GEs accrue two days per each term worked, and will accrue one additional day during their first appointment in an academic year (Fall-Summer); Sick leave is accrued at the start of each term.
- GEs can accrue a maximum of ten (10) days of sick leave which can roll over year-to-year.
- Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other covered circumstances.
- If the department asks a GE to substitute for another GE who is on sick leave with notice of less than 24 hours, the GE will receive hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate.
- GEs should notify their departments as soon as possible when they have foreseeable sick leave (surgery, etc.).
- GEs must record and/or report sick leave on their timesheets which are due on the first Friday of each month.

GE sick leave use will need to be recorded in Banner by the employing department. Due to Banner's design, GEs' sick leave will appear as "hours" but will count as "days." For instance, at the start of an appointment, Banner and DuckWeb will display three hours of sick leave available. The actual time available to the GE is three "days."

**More 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> .