

2020-22 General Duties and Responsibilities for Services for Student Athletes

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee (GEs) offered by this GE hiring unit. 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 This GDRS details the specific relationship between GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

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. Graduate Employees must pay \$140 of the mandatory fees set by the Oregon University System; **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, Article 22.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. 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 University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

The individual who shall oversee the implementation of this GDRS is:
Stephen W. Stolp, Executive Director

DATE OF THIS GDRS REVISION: 7/17/2020

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

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

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

[Click here to enter text.](#)

This GE employing unit: (Select all that apply.) makes an effort to distribute GE opportunities to as many students as possible.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined: during Spring Term.

In recent years, GE assignments during the academic year in this GE employing unit have included: Administrative GEs

SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer? Yes, on occasion

If yes, the availability of GE appointments for the upcoming summer term is usually determined: during Spring Term.

In recent years, GE assignments during the summer in this GE employing unit have included:

Select all that apply. Administrative GEs

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are Graduate students enrolled at the University of Oregon in a juris doctorate, master's or doctoral degree program are eligible to apply. Specialization in sports administration, education, law and public policy preferred.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include:

- Knowledge of UO Services for Student Athletes Office and Programs.
- Superior oral/written communication skills and public speaking experience.
- Event/program planning experience.
- Excellent interpersonal and organizational skills.
- Experience working with people from a wide variety of educational and socio-economic backgrounds.
- Familiarity with a variety of UO faculty, as well as departments for tutoring/advising purposes.

Students will be considered in the following order:
Master's or doctoral program; juris doctorate

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
This position is filled on an annual basis, with a maximum of two years for reappointments.

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).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment: Yes

4.0 APPLICATION PROCESS

This unit routinely 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: Yes

ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

Through the Graduate School GE Job Listing webpage.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

Through the Graduate School GE Job Listing webpage.

SUMMER TERM APPOINTMENTS

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(s):

Generally, the application process for incoming students includes:

Submission of a cover letter, resume and two letters of recommendations.

Generally, the application process for continuing students includes:

Submission of a cover letter, resume and two letters of recommendations.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

Through the Graduate School GE Job Listing webpage.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

Through the Graduate School GE Job Listing webpage.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:

SSA Hiring Committee will include at least three Academic Advisor/Learning Specialists, and/or Office Manager/Tutor Coordinator, or Office Specialist. All GE candidates will also meet with the Director of Academic Support.

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 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.

(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 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 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.

Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

For a Discussion Section Leader:

For a Laboratory Section Leader:

For a Teaching Assistant:

For a Research Assistant:

For an Administrative GE:

For a Supervisory GE:

(C) 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, but these may include:

The same experience or credentials as are required to be considered for a GE position with SSA.

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.

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).

Performance of GEs in this employing unit are evaluated:

During spring term

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:

Director of Academic Support, Executive Director, Office Manager/Tutor Coordinator.

The criteria used for evaluation include:

The requirements and criteria set forth in 3.0 above which are used in the hiring/selection decision; information provided from the GE's supervisor; and when applicable student-athlete evaluations.

6.0 WORKLOAD

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 Blackboard, 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 this GE employing unit, 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)

7.0 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 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 this GE employing unit, duties for the following types of GE work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record:

Discussion Section Leader:

Laboratory Section Leader:

Teaching Assistant:

Grader:

Research Assistant:

Administrative GE:

Structured Study Hall Coordinator (one position) @ .49 FTE (215 hours/term)

1. Tutoring Hrs. per wk/term: 100
 - 1.1. Tutor select Structured Study Hall participants as needed
 - 1.2. Assist with daily oversight (including set-up, take down) of structured study hall program
 - 1.3. Monitor and track daily attendance of Structured Study Hall Participants
 - 1.4. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling:.....Hrs. per wk/term: 35
 - 2.1. Assist with tutor scheduling for all structured study hall participants
 - 2.2. Assist with SSA Summer Bridge Program
 - 2.3. Assist with other projects as deemed necessary

3. Performance Evaluation/Supervision.....Hrs per wk/term: 55
 - 3.1. Provide guidance and feedback to tutors working within the Structured Study Hall format
 - 3.2. Assist in coordination of weekly structured study hall tutor meetings
 - 3.3. Assist with supervision of selected structured study hall tutoring staff; as well as assist with supervision of structured study hall participants

4. Other responsibilities Hrs per wk/term: 25
 - 4.1. Review daily tutor notes and prepare daily reports regarding attendance and productivity of Structured Study Hall participants

Assistant Tutorial Coordinator (one position) @ .49 FTE (215 hours/term)

1. Tutor Scheduling Hrs. per wk/term: 100
 - 1.1. Assist with tutor scheduling on a daily basis during the school year
 - 1.2. Manage program development by interacting with employees and students to assess needs while doing evaluation surveys of the tutor program from all angles [tutor/program; student/tutor; tutor/student; and student/program]
 - 1.3. Coordinate special offerings for students in particular subjects (i.e. review sessions, study groups, etc.)

- 1.4. Assist with summer tutoring program
- 2. Hiring/Training:..... Hrs. per wk/term: 35
 - 2.1. Assist with recruiting and hiring of tutors for SSA
 - 2.2. Assist with designing and facilitating tutor training meetings both at the beginning and then regularly throughout the year
- 3. Performance Evaluation/Supervision..... Hrs per wk/term: 55
 - 3.1. Assist in evaluation process of the tutors and overall program
 - 3.2. Provide direct supervision to the tutoring staff of SSA
- 4. Other responsibilities Hrs per wk/term: 25
 - 4.1. Review daily tutor notes and communicate with SSA staff regarding any issues or concerns
 - 4.2. Spearhead interaction with university departments to increase understanding of our program and promote our office as an ethical, positive service for student-athletes

Learning Assistant (one position) @ .25 - .49 FTE (up to 215 hours/term)

- 1. Monitoring.....Hrs. per wk/term: 100
 - 1.1. Monitor and provide observation at the John E. Jaqua Academic Center for Student Athletes
- 2. Tutoring Hrs. per wk/term: 50
 - 2.1. Tutor select students in all areas related to your expertise
 - 2.2. Work closely with SSA Advisors and Learning Specialists to create comprehensive academic support plans for select students
 - 2.3. Communicate with SSA Staff regarding any issues or concerns
- 3. Performance Evaluation/Supervision.....Hrs per wk/term: 40
 - 3.1. Prepare daily reports regarding attendance and productivity of assigned students
 - 3.2. Communicate with SSA Staff regarding any issues or concerns
 - 3.3. Limited supervision of weekend student staff/building
- 3. Other responsibilities Hrs per wk/term: 25
 - 3.1. Provide some reception duties, answering questions, resolving problems and providing information to public on the John E. Jaqua Academic Center for Student Athletes
 - 3.2. Assist with other projects as deemed necessary

Writing Learning Assistant (one position) @ .49 FTE (215 hours/term)

1. Tutoring Hrs. per wk/term: 100
 - 1.1. Tutor select students in all areas related to writing and composition
 - 1.2. Assist with daily oversight and staffing of SSA Writing Lab
 - 1.3. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling:..... Hrs. per wk/term: 50
 - 2.1. Assist with tutor scheduling for Writing Lab
 - 2.2. Assist with SSA Summer Bridge Program

3. Performance Evaluation/Supervision..... Hrs per wk/term: 50
 - 3.1. Work closely with SSA Advisors and Learning Specialists to create comprehensive academic support plans for select students
 - 3.2. Assist with supervision of select Writing Lab tutoring staff
 - 3.3. Provide guidance and feedback to tutors working with SSA Writing Lab
 - 3.4. Prepare daily reports regarding attendance and productivity of assigned students

4. Other responsibilities Hrs per wk/term: 15
 - 4.1. Assist with other projects as deemed necessary

Math/Business/Econ Learning Assistant (one position) @ .25 - .49 FTE (up to 215 hours/term)

1. Tutoring Hrs. per wk/term: 100
 - 1.1. Tutor select students in all areas related to math and business, as well as accounting and finance
 - 1.2. Assist with daily oversight and staffing of SSA Math Lab, mostly in the evenings
 - 1.3. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling:..... Hrs. per wk/term: 50
 - 2.1. Assist with tutor scheduling for Math Lab

3. Performance Evaluation/Supervision..... Hrs per wk/term: 50
 - 3.1. Work closely with SSA Advisors and Learning Specialists to create comprehensive academic support plans for select students
 - 3.2. Assist with supervision of select Math Lab and Business tutoring staff
 - 3.3. Provide guidance and feedback to tutors working within the SSA Math Lab and to SSA's Business tutors
 - 3.4. Prepare daily reports regarding attendance and productivity of assigned students

4. Other responsibilities Hrs per wk/term: 15

4.1. Assist with other projects as deemed necessary

O Heroes GE (one position) @ .25 - .49 FTE (up to 215 hours/term)

1. Day-To-Day Operation of O Heroes Program Hrs. per wk/term: 135

1.1. Oversee all O Heroes programming activities

2. Community Service..... Hrs. per wk/term: 50

2.1. Process community service requests

2.2. Plan and recruit community service events

2.3. Increase student involvement in campus and community events

3. Other responsibilities Hrs per wk/term: 30

3.1. Co-author newsletter

3.2. Plan career related experiences and internships

3.3. Serve as liaison to Service Learning Center (Campus Community Service Program)

Academic & Career Development Programming Assistant (one position) @ .49 FTE (215 hours/term)

This is a strategic alliance GE position. Only students pursuing a doctoral degree in Counseling Psychology (CPSY) are eligible to apply for this position.

1. Tutoring Hrs. per wk/term: 100

1.1. Provide individual student academic tutoring and career counseling

1.2. Provide study skill assistance to identified student athletes

1.3. Work with student athletes on strategies designed to enhance academic performance and eventual graduation from the university

1.4. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling:..... Hrs. per wk/term: 50

2.1. Coordinate and collaborate closely with other staff in SSA, Intercollegiate Athletics, Academic Learning Services and Disability Services

2.2. Assist with SSA Summer Bridge Program

3. Performance Evaluation/Supervision..... Hrs per wk/term: 50

3.1. Work closely with SSA and Student Athlete Development with programming assessment, evaluation, and implementation

3.2. Work with student athletes on strategies designed to enhance academic performance and eventual graduation from the university

4. Other responsibilities Hrs per wk/term: 15

4.1. Work on other projects and programs as needs dictate

Supervisory GE:

8.0 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:

Stephen W. Stolp, Executive Director; Dietrich Moore, Director of Academic Support.

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:

The location of emergency procedures and evacuation plans is inside the mailroom located on the first floor. The location of material data safety sheets (MSDS) are located with our facilities manager, Lynn Chase, located in Room 103 of the Jaqua Center. The location of first aid supplies is located in Room 227 of the Jaqua Center and is maintained by Anthony Burgess, Building Monitor; Shirley Brabham, Office Manager/Tutor Coordinator; and Kris Galago, Office Specialist.

Use of Personal Protective Equipment

Required safety training and appropriate departmental record keeping:

9.0 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.

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 GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

Grades:

Examinations:

Research:

Language Requirements:

Teaching Requirement:

Skill/Practicum/Internship Requirement:

Advancement to Candidacy:

Other:

For a GE in Services for Student Athletes, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program.

The process for evaluating satisfactory progress toward graduate degree is as follows:

Failure to make satisfactory progress toward the graduate degree

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 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>

12.0 WORK ENVIRONMENT

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

Information detailing this unit's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document:

Workspace:

SSA will provide an graduate assistant office with a desk and a computer to be used by any and all GEs hired within SSA. This will be a shared space for all graduate assistants, however, they have their own space above their computer and they each have a locker in which to store their personal belongings. They are also provided with a laptop for their use during their employment with SSA.

Private Meeting Space:

- a.) Private meeting spaces are available within the John E. Jaqua Academic Center for Student Athletes. Therefore, private meeting spaces can be made available when needed with prior notice.

Access to Telephones and Computers:

- b.) All GEs will have access to telephones, computers, and printers while working in SSA.

Access to Office Supplies, Photocopies and Printouts

- c.) All GEs will have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. This includes access to a copy machine, scanner, fax machine, etc.

GE Assistance

13.0 ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time for any reason, including sick leave, you must notify Shirley Brabham, Office Manager/Tutor Coordinator, by phone or email, as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel a session without permission from Shirley Brabham. To the extent possible, provide the department with information about where you left off.

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 Shirley Brabham 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 not related to a class meeting, please check in with Shirley Brabham 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 Shirley Brabham 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>.