



2020-22

**GENERAL DUTIES AND
RESPONSIBILITIES STATEMENT
GRADUATE EMPLOYEE POSITIONS
FOLKLORE AND PUBLIC CULTURE PROGRAM**

*The supervisory individual who shall oversee the implementation of this GDRS is the Program Director.
Revised June 2020*

Table of Contents

1.0	GENERAL INFORMATION.....	1
2.0	AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs).....	1
3.0	APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS.....	2
4.0	APPOINTMENT AND REAPPOINTMENT PROCESS	3
5.0	WORKLOAD	6
6.0	WORK ASSIGNMENTS.....	7
7.0	HEALTH AND SAFETY INFORMATION	9
8.0	SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE.....	10
9.0	DISCIPLINE AND DISCHARGE	12
10.0	DISCRIMINATION GRIEVANCE PROCEDURES.....	12
11.0	WORK ENVIRONMENT	12
12.0	ABSENCES.....	13

1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee (GE) positions offered by this GE hiring unit. GE in this document refers to teaching, research, and administrative positions. 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.

The individual who shall oversee the implementation of this GDRS is the Program Director.

DATE OF THIS GDRS REVISION: 6/30/2020

PERIOD THIS GDRS IS VALID: 2020-2022

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs)

The availability of GE appointments in Folklore and Public Culture is programmatically determined by program faculty members. 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, GEs are primarily assigned to teach discussion sections of FLR 250 Introduction to Folklore and other large lecture courses; serve as archivists in the Randall V. Mills Archives of Northwest Folklore and as program assistants to the Oregon Folklife Network; and serve in other areas as determined by the Program Director and the Folklore and Public Culture Faculty.

This GE employing unit: (Select all that apply.)

- makes an effort to distribute GE opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined annually by the Folklore and Public Culture Program faculty.

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

- Instructor of Record

Discussion Section Leader (full course responsibility)

Laboratory Section Leader

Teaching Assistant

Grader

Research Assistant

Administrative GE

Supervisory GE (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS

This unit does not hire GEs in Summer term.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are:

- Admitted into the Folklore and Public Culture Master's Program
- Students newly entering the program must demonstrate outstanding academic record
- Students already in the program must demonstrate satisfactory academic standing and progress toward the degree:
 - Minimum of 3.5 GPA
 - Satisfactory progress toward completing coursework for degree requirements (usually at least 9 credits per term)
 - Making appropriate progress toward thesis or terminal project (assessed by Folklore and Public Culture Faculty, including chair of student's advising committee, based on when student entered program and anticipated date of graduation)

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 program's own students.

Experience or credentials required in order to be considered include:

Assignment as a Discussion Leader in a large lecture course presupposes that the appointee has some basic academic background in the area covered by the course and ideally some teaching experience. Appointees in the Archives presuppose academic background in folklore, and appointees in the Oregon Folklife Network ideally have skills applicable to public folklore in addition to academic background.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

- GE positions in the Folklore and Public Culture program are not renewable from year to year. Students who have held positions one year are eligible to apply for the same or different positions in subsequent years.
- 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 8).
- In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

ACADEMIC YEAR APPOINTMENTS

Incoming master's students are automatically considered for GE positions. Applicants are ranked based on the quality of their applications (relevant academic and professional experience, quality of academic records, and letters of recommendation). GE positions, depending on availability, are offered to students in the order of their ranking.

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

Announcements for GE positions in Folklore and Public Culture for the next academic year are distributed by email in mid-March to all current graduate students enrolled in the Folklore and Public Culture Program. Deadlines for applications are due to the Program secretary by mid-April, the specific date will be announced in the position announcement.

SUMMER TERM APPOINTMENTS

This unit does not hire GEs in Summer term.

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

The Program Director, Director of Graduate Studies, and a third member to be selected by the Director annually.

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.
- The Folklore and Public Culture Program will send a notice to each candidate for a graduate employee position of its hiring decision within five (5) working days after the decision has been made. Unsuccessful candidates who wish to obtain additional information regarding the hiring decision shall have the right to make an appointment with the program director or the director of graduate studies.

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): N/A

For a Discussion Section Leader:

GEs may be assigned to assist faculty in teaching discussion sections of large lower-division FLR courses. These appointments are at .49 FTE per term. Assignment as an assistant in a large lecture course also presupposes that the appointee has some basic academic background in the area covered by the course.

Duties of these assignments will consist of assisting the professor in course preparation; conducting weekly discussion sections related to the course content {in most cases, 3 sections per appointee/per

week}; evaluation of critical papers and projects; meeting with students during regularly scheduled office hours.

For a Laboratory Section Leader: N/A

For a Teaching Assistant: N/A

For a Grader: N/A

For a Research Assistant:

Assignments are in the Randall V. Mills Archives of Folklore; they are at .40 FTE per term. Assignments are based on:

1. Academic standing
2. Basic academic background and experience in the area
3. Students should show organizational skills

Assignments are in the Oregon Folklife Network for .40 FTE per term. Assignments are based on:

1. Academic standing
2. Basic academic background and experience in public folklore
3. Students should show organizational and communication skills

For an Administrative GE: N/A

For a Supervisory GE: N/A

(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:

- A statement of interest that indicates the positions for which the student wishes to be considered; explanation of qualifications a student has for each position; and reasons why each position is useful in their professional development
- A current curriculum vitae
- Faculty review students' academic progress on Duckweb

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 program director may decide to reopen the application process for the position. Generally, the same application process described in Section 3 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.

Performance of GEs in this employing unit are evaluated:

- At the end of every term
- 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:

The professor of the assigned lecture course and the Folklore and Public Culture Program Director for Discussion Leader GEs; the Folklore Archive positions are supervised by the Manager of the Archives and the Director of the Folklore and Public Culture Program. The OFN GEs are supervised by the OFN Associate Director and Director of the Folklore and Public Culture Program.

The criteria used for evaluation include:

Student transcripts are reviewed at the end of the year to verify at least 9 credit hours passed during the term(s) of the GE appointment, and maintenance of a 3.5 GPA. GE supervisors will also make verbal reports on the satisfaction of the work of the GE. Aside from meeting the hiring and selection requirements described in sections 3 & 4 above, the Folklore and Public Culture Program evaluates teaching GEs using the following criteria: continued academic progress; consistent fulfillment of the teaching and grading obligations entailed in each assignment; teaching performance as reflected in student evaluations and determined through periodic classroom observation by teaching faculty.

Criteria for evaluating Research Assistants in the Archives and GEs in the OFN: working with their supervisor on a daily basis, students are continually evaluated by the supervisor in terms of their ability to fulfill the duties of the job, and at the end of their appointment their overall work performance is evaluated by the supervisor.

5.0 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 Canvas, 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:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year of which 5 hours of GE's FTE are available for sick leave substitution and/or training per term.)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year of which 5 hours of GE's FTE are available for sick leave substitution and/or training per term.)

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 this unit. A workload allocation form is available on the Folklore and Public Culture Program website to assist supervisors and GEs in planning and tracking work activities and keeping to time distribution. Go to: <https://folklore.uoregon.edu/forms/>.

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:

N/A

Discussion Section Leader:

Discussion Leader in Large Lecture Courses GEs may be assigned to assist faculty by teaching discussion sections of various large Folklore and Public Culture courses. These appointments are at .49 FTE (215 hours) per term. Assignment as an assistant in a large lecture course also presupposes that the appointee has some basic academic background in the area covered by the course.

Duties of these assignments will consist of assisting the professor in course preparation; attending the lecture; leading weekly discussion sections related to the course content {in most cases, 3 sections per appointee/per week}; helping develop assignments and evaluation tools; evaluation of critical papers and projects; meeting with students during regularly scheduled office hours.

The following outline represents an appropriate distribution of work over a term for such assignments:

- 50 hours in class {3 lectures/3 discussion sections per week}
- 25 hours in preparation
- 30 hours office hours (3 per week)
- 10 hours meeting with supervisor and other GEs
- 95 hours grading
- 5 hours of GE's FTE are available for sick leave substitution and/or training per term

GEs given these assignments are supervised by the professor of the assigned lecture course and the Folklore and Public Culture Program Director.

Research Assistant:

Randall V. Mills Archives of Northwest Folklore Archivist:

The Randall V. Mills Archives of Northwest Folklore Archivists are selected by the Folklore and Public Culture Program faculty each year. These non-teaching positions (.40 FTE, 175 hours for each term) are responsible for the maintenance and general administrative duties of the Randall V. Mills Archives of Northwest Folklore as determined by the Archives Manager and the Director of the Folklore and Public Culture Program. Students will hold weekly hours (17/week) in the archives and will be expected to be available for an additional 5 hours (as possible based on students' other obligations) outside of their weekly hours as needed (e.g. for special events). Five hours of GE's FTE are available for sick leave substitution and/or training per term. These positions are supervised by the Manager of the Archives and the Director of the Folklore and Public Culture Program.

Oregon Folklife Network (OFN) Assistants:

The OFN Assistants are selected by the Folklore and Public Culture Program faculty each year. These non-teaching positions (.40 FTE, 175 hours for each term) contribute to research, programming, and general administrative duties of the Oregon Folklife Network as determined by the OFN Associate Director. The Students will hold weekly hours in OFN office and will be expected to be available additional hours to participate in research and programming not to exceed 175 hours for the term. Five hours of GE's FTE are available for sick leave substitution and/or training per term. The scheduling of office hours and other activities will be determined by OFN staff and the GEs and will be contingent on the OFN's needs and the student's availability. These positions are supervised by the OFN Associate Director in consultation with the Director of the Folklore and Public Culture Program.

The Folklore and Public Culture Program currently incorporates sick leave substitution into the FTE for GEs. Sick leave substitution pay now only applies with less than 24 hours' notice. With the introduction of

new CBA language (see Article 31, Section 4 of the CBA, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>) regarding leave for training, the Folklore and Public Culture Program now sets aside FTE in a merged pool available to GEs for training and sick leave substitution. Five hours of GE FTE are available for sick leave substitution and/or training per term.

7.0 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 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.

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:

Melissa Bowers, Business Manager, Email: bowersm@uoregon.edu, Phone: 541-346-1506, Office: 118 PLC, Office Hours: M-F: 7:30-4:30, Affiliated Departments: English Department, Folklore and Public Culture, OCIAS. Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTTF 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:

Emergency procedures, evacuation plans, and first aid supplies are available in the English Department main office, (118 PLC) or contact Melissa Bowers at 346-1506.

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.

This GE employing unit is:

- an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.
- an academic unit with no graduate degree program. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.
- 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 in the Graduate Student Handbook: <http://folklore.uoregon.edu/graduate-studies-in-folklore/>

- Students already in the program, must demonstrate satisfactory academic standing and progress toward the degree:
 - Minimum of 3.5 GPA
 - Satisfactory progress toward completing coursework for degree requirements (usually at least 9 credits per term)

Criteria Used to Assess Satisfactory Progress

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

Coursework:

Complete 9 credit hours per term of graduate level courses approved by the student's committee toward the graduate degree.

Grades:

Maintain a GPA of 3.5.

Other:

Making appropriate progress toward thesis or terminal project (assessed by Folklore and Public Culture Faculty, including chair of student's advising committee, based on when student entered program and anticipated date of graduation)

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

The Faculty committee reviews student transcripts at the end of the year to verify at least 9 credit hours passed during the term(s) of the GE appointment, and maintenance of a 3.5 GPA. Faculty also solicit oral

reports from the student's advisor to assess student progress, motivation, and commitment to scholarly achievements, among other things.

Failure to make satisfactory progress toward the graduate degree:

Students failing to make satisfactory progress toward the graduate degree will receive a written warning, and will be given a one term probation to rectify deficiencies in consultation with their advisor; failure to rectify problems at the end of one term will result in loss of GE eligibility.

9.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

10.0 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>.

11.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.

Workspace:

GEs assigned as Discussion leaders in the large lecture courses will be assigned office space in PLC 461.

This workspace has adequate desks, chairs, and computers. In addition, these GEs will have access to the English Department Workroom which houses a copy machine and other materials to aid in the preparation of class work. Use of this room will follow the policies of the English Department. These policies will be distributed to the assigned Folklore GEs each term of appointment. GEs will have access to a telephone. GEs will be given mailboxes in 118 PLC, the administrative office of the Folklore and Public Culture Program.

GEs assigned to the Randall V. Mills Archives of Northwest Folklore will work in the Archives in 453 PLC where they will have access to the Archives' computers, files, and copy and scan machine. GEs will have access to a telephone. GEs will be given mailboxes in 118 PLC, the administrative office of the Folklore and Public Culture Program.

GEs assigned to the Oregon Folklife Network will work in the OFN where they will have access to the OFN's computers, files, a telephone, and copy and scan machine. They will use the OFN's mailbox, which is used for all OFN business.

Private Meeting Space:

Discussion Leaders will be provided private use of 461 PLC, the Lorenzo West Resource Room & Archives Annex, during their office hours.

Access to Telephones and Computers:

As noted above GEs have access to office computers in the Lorenzo West Resource Room & Archives Annex and PLC 461, from 8 am until 6 pm, Monday through Friday. Research GEs in the Mills Folklore Archives have access to computers in the Archives, PLC 453, from 8 am until 6 pm, Monday through Friday. GEs will have access to a telephone.

Access to Office Supplies, Photocopies and Printouts:

All GEs have access to a printer/printouts in the office where they are assigned to do their work – PLC 461, the Lorenzo West Resource Room & Archives Annex and the Archives. When additional supplies are needed, they can be ordered through the supervisor, or Program Director. The Discussion Leader GEs will also be assigned an access code to the English/Folklore and Public Culture GE copier room with copiers and paper for large print jobs.

12.0 ABSENCES

NOTIFICATION. If a GE is unable to attend work at the scheduled time, they must notify their supervisor(s) (the instructor of record if they are teaching, the Manager for the Archives, and the Associate Director for the Oregon Folklife Network) as soon as possible, including, if possible, in advance of the scheduled work assignment that they are unable to attend. The GE must not cancel a class without permission from the instructor of record. To the extent possible, provide their supervisor with information about where they left off.

In the case that they are unable to directly notify their supervisor, they may designate someone to make their notification and provide the necessary information to their supervisor or the Folklore and Public Culture Program Director using this protocol.

If they are going to miss more than one work week, they or their 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.

COVERAGE FOR TEACHING GEs USING SICK LEAVE.

SUBSTITUTION WITH MORE THAN 24 HOURS NOTICE

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall

have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

SUBSTITUTION WITH LESS THAN 24 HOURS NOTICE

Sick leave substitution hours are built into GE FTE (see Sections 5 & 6, Workload & Work Assignments). The Folklore and Public Culture Program will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. GEs should track their substituting hours and notify the Folklore and Public Culture Director of Graduate Studies if they believe they will likely exceed the hours allocated in Sections 5 & 6.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, GEs should check in with their supervisor(s) (the instructor of record if they are teaching, the Manager for the Archives, and Associate Director for the Oregon Folklife Network) to determine when and how the missed work will be made up.

PLANNED ABSENCES. If a GE is planning an approved absence during any working days of the term, they must notify their supervisor(s) (the instructor of record if they are teaching, the Manager for the Archives, and Associate Director for the Oregon Folklife Network) how to reach them (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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.