

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT (GDRS)

Division of Global Engagement Global Studies Institute / Center for Asian & Pacific Studies Graduate Employee (GE) Employment 2020-22

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1.0 General Information

The purpose of this document is to clarify information concerning Graduate Employees (GEs) offered by the Global Studies Institute (GSI), and subunit Center for Asian & Pacific Studies (CAPS). The relationship between GEs and the University of Oregon (University) 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 GSI and CAPS. This manual does not apply to work-study or other staff hired in GSI or CAPS.

The following individuals shall oversee the implementation of this GDRS:

- 1) The Director of the Global Studies Institute supervises the Global Studies Institute Program Assistant and the APRU SCL Hub Program Assistant.
- 2) The Assistant Director of the Center for Asian & Pacific Studies supervises the CAPS Program Assistant.

Revised in May 2020; valid for the 2020-22 academic years. This document and its amendments may be viewed or printed from the Graduate School website.

2.0 Availability of Graduate Employees (GEs)

- 2.1 The availability of GE appointments is determined by the Director of the Global Studies Institute, and the Assistant Director of the Center for Asian & Pacific Studies. Areas

needing GE support are discussed periodically during departmental meetings as a regular part of planning for the upcoming term or academic year.

- 2.2 The number of GE positions available is subject to the budgetary constraints on the Institute, the Center and the University.
- 2.3 The priority is staff positions where GEs are qualified to help with administrative tasks.
- 2.4 The GSI and CAPS make an effort to distribute GE opportunities to as many graduate students as possible. All graduate students employed by the department at .20 FTE or above will be awarded a GE except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of a new GE position.
- 2.5 The GSI & CAPS encourages financial opportunities through such other means as internships, scholarships, work study, and grant funded research.

3.0 Application Process and Eligibility Requirements

- 3.1 The GSI and CAPS will provide the University with recommendations for GE appointments.
- 3.2 Position announcements for the upcoming academic year that are available to graduate students from any discipline will be posted on the Graduate School website and will include a brief description of each position's duties and responsibilities, FTE, workload, and appointment and reappointment qualifications.
- 3.3 From time to time emergency appointments will be necessary. In such cases, the Department shall reopen the original application pool; re-announce the limited time position and proceed with the regular search as outlined in this statement; or reorganize an appointment plan contingent upon the needs and funds available as determined by the Director of the GSI and the Assistant Director of CAPS, in consultation with the designated supervisors(s).
- 3.4 As described in the Collective Bargaining Agreement, each potential GE shall be given a copy of the appointment or reappointment criteria at the time of application.
- 3.5 Eligible students for a GE appointment in GSI/CAPS are graduate students pursuing a master's or doctoral degree in a University of Oregon graduate program.
- 3.6 Preference will be given to those with demonstrated abilities and experiences in the following areas: international experience, cross-cultural training experience, good verbal and communication skills, effective time management and administrative skills, attention to detail, ability to work independently as well as a team member, and experience working with computers.

- 3.7 The University Graduate School requires that a GE be enrolled for a minimum of nine (9) graduate credit hours per term toward the degree. In addition, OIA requires that a GE maintain their studies at the UO during each term of appointment.

4.0 Appointment and Reappointment Process

- 4.1 Recommendations for appointment and reappointment shall be made to the Director of GSI and the Assistant Director of CAPS by the designated supervisor(s).
- 4.2 The standing committee of the department will be made up of at least two members.
- 4.3 Applicants will be required to submit a cover letter, resume or curriculum vitae, and two references. Applicants may also be asked to submit letters of recommendation and additional materials.
- 4.4 Completed applications shall be returned to GSI/CAPS by a specified deadline which is normally two weeks after the date of the position announcement.
- 4.5 Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.
- 4.6 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to: general criteria regarding appointments for the types of work assignments available and specific qualifications based on requirements, preferences, and duties cited in the job announcement; previous employment or other experience relevant to the GE position available; and interest, desire, and prediction of performance.
- 4.7 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 and as determined by the supervisor(s) and/or the designated committee.
- 4.8 Candidates will be rank ordered based upon these criteria. (Note: Please refer to Section 3.0 of this statement for the eligibility/priority criteria.)
- 4.9 After assessing the qualifications of the candidates, the selection committee for the GE position to be filled, consisting of two GSI/CAPS staff including the supervisor of the position, will interview those most qualified for the specific GE position. Those interviewed will be ranked by the committee.
- 4.10 Consideration will be given for: a positive working arrangement between a GE and the supervisor(s) with whom the GE works; recommendations from academic or work supervisors; and interview, personal, or application statements.
- 4.11 While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the selection committee will give substantial

consideration to the other appointment or reappointment criteria. The supervisor(s), in consultation with other members of the selection committee, will jointly agree on the selection. The final recommendation will be made by the supervisor(s) to the Director of GSI and Assistant Director of CAPS.

- 4.12 If no qualified students apply or are available for a particular position, the Director of GSI and Assistant Director of CAPS, in consultation with the supervisor(s), may decide to reopen the application process for the position. Generally, the same process will be repeated, however, the Department reserves the right to proceed to fill the position as it would an emergency appointment situation.
- 4.13 Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made.
- 4.14 Based on GSI's/CAPS' program needs and funding, a GE position may be discontinued after the term of appointment is over.
- 4.15 GE appointments and reappointments shall comply with the Federal and the UO Affirmative Action regulations.
- 4.16 GE appointments shall be dependent on satisfactory progress toward graduate degree as defined by published Graduate School policy and departmental policy specific to the GE's major and satisfactory performance of duties of the position as determined by the GE's immediate supervisor.
- 4.17 GEs will be employed year to year rather than term to term whenever possible. Reappointments are not automatic, nor are they guaranteed, and are subject to the availability of funds.
- 4.18 In the case of the continuation of the same position, CAPS/GSI may decide to continue with the same GE without any new announcements.

5.0 Workload and Work Assignments

- 5.1 GEs are appointed in GSI/CAPS at the following full time equivalent levels (FTE) and corresponding workloads.
- 5.2 .20 FTE appointments require up to 88 hours per term or up to 264 hours per academic year.
- 5.3 .30 FTE appointments require up to 131 hours per term or up to 393 hours per academic year.
- 5.4 .40 FTE appointments require up to 175 hours per term or up to 525 hours per academic year.

- 5.5 .49 FTE appointments require up to 215 hours per term or up to 645 hours per academic year.
- 5.6 For the purpose of setting the workload (FTE) for a particular position, GSI/CAPS shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. Workload will include performance of all duties of the work assignment. The distribution of time spent on duties may vary from week to week, but the workload per term should be within the designated number of total work hours. Where the workload is broken down by work assignment duties and is designated as a “minimum” number of hours, the GE will be required to fulfill that specific time commitment. It is expected that the supervisor and the GE will meet to discuss expectations for workload and the priority of duties at the start of each term.
- 5.7 GEs will be evaluated by the supervisor at the conclusion of their first term of employment and again at the end of three terms of employment and continue every third term until completion of the position.
- 5.8 GEs are encouraged to pursue up to six (6) hours of training per academic year through university of department approved programs, such as TEP, or other workshops and trainings related to successful performance of GE duties.
- 5.8.1 GEs may be compensated for these training hours either through hourly compensation at that GE’s current hourly rate OR by accounting for hours within their regular work assignment if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the departmental GDRS, or documented list of individual training courses and/or activities for that GE.
- 5.8.2 GEs interested in attending trainings should work with 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.

6.0 Health and Safety

- 6.1 The University acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state, and federal laws pertaining to occupational injury or illness. 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.
- 6.2 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 (SAIR) 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>.

- 6.3 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).
- 6.4 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.
- 6.5 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.
- 6.6 ORS 659A.043-659A.052 describes reinstatements or reemployment rights for employees who have sustained a compensable occupational injury or illness.
- 6.7 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>.
- 6.8 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: Office Coordinator of Global Studies Institute, phone number 541-346-5068. 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).

- 6.9 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS), and first aid supplies are in the office copy room next to the rear exit.

7.0 Satisfactory Progress Toward Graduate Degree

- 7.1 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. 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.
- 7.2 Students must be making satisfactory progress toward their degree. The GSI/CAPS GEs come from varying departments/graduate programs on campus.
- 7.3 The GSI/CAPS is responsible for verifying that a GE is making satisfactory progress toward their degree.
- 7.4 During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE 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.

8.0 Discipline and Discharge:

- 8.1. 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.

9.0 Discrimination Grievance Procedures

- 9.1 To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Federation (GTFF). 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> .

10.0 Work Environment

- 10.1 GEs are assigned cubicles in the GSI/CAPS office. The office has working locks on doors, properly and securely installed partitions and shelving with safe and appropriate furnishings. Like all staff, GE's can schedule our conference rooms for meetings. GE

cubicles come equipped with computers and telephones and GEs have access to office supplies, photocopiers and printouts. GEs are free to access any supplies that are needed to accomplish the tasks associated with their assignments.

11.0 Absences

- 11.1 Effective January 1, 2016, GEs receive paid sick leave. This leave is accrued in “days,” and GEs accrue two days for each term they are employed. GEs accrue an additional day during the first appointment in a school year. Sick leave is accrued at the start of each term. GEs may accrue a maximum of ten days of sick leave, which can roll over year to year.
- 11.2 Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other circumstances. All staff in GSI/CAPS report sick leave on a monthly leave report which is filled out and approved by your supervisor. GEs should follow this same policy when electing to use sick leave. If a GE will be absent from a work assignment (meetings or regularly scheduled work time), regardless of the length of the absence that day, GEs will use one “day” of sick leave.
- 11.3 GEs should notify the department when they are unable to report for work on their assigned schedule. They must notify their supervisor by phone or email. If your immediate supervisor is not available, please notify the unit assistant director or office manager.
- 11.4 If 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.
- 11.5 GEs who are not using sick leave may work with their supervisor to make up the time missed. This should be done before the end of the term.
- 11.6 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> .