

**General Duties and Responsibilities for
Institute for Policy Research and Engagement
Academic Year 2020-22**

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1.0 GENERAL INFORMATION

1.1 The purpose of this General Duties and Responsibilities Statement (GDRS) is to clarify information concerning Graduate Employee Fellowships (GEs) offered by the Institute for Policy Research and Engagement (the GE hiring unit) for the 2020-22 academic years. The relationship between GEs and the University 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 will oversee the implementation of this GDRS is Josh Bruce, Associate Director for Applied Research, Institute for Policy Research and Engagement (IPRE).

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

2.1 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 like IPRE. In this GE hiring unit, the number of GE positions available is subject to the availability of external research or University-based funding. GE allocations are based on IPRE’s specific need for one or more GEs.

2.2 Academic Year Appointments

Regarding the availability of GE appointments for the upcoming academic year:

- GE appointments are programmatically determined by a Principal Investigator (PI) and approved by the IPRE Associate Director for Applied Research.

- GE project support is typically considered when a PI prepares funding proposals.
- In recent years, IPRE has offered GE positions for both project and program specific needs. IPRE does not hire GEs in the summer unless grant funding is available to cover the costs.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

- 3.1 Students eligible for a GE appointment in IPRE are generally students enrolled in the School of Planning, Public Policy and Management (PPPM).
- 3.2 Students enrolled in other UO graduate programs who have appropriate experience or credentials may also be eligible for GE positions in this GE hiring unit. In all cases, preference is given to School of PPPM students.
- 3.3 Specific eligibility requirements, experience, or required credentials are determined by the PI on a position-by-position basis. Such determinations shall be made based on specific funding requirements or on the needs of the project or research program. These criteria are described in each individual position posting. GE appointments in this GE hiring unit typically provide an opportunity for students to gain applied, community-based work experience. Therefore, the positions are often professionally demanding. Factors that may be considered in GE hiring include academic performance, previous coursework, and related work experience.
- 3.4 The Graduate School requires that students be enrolled for and successfully complete a minimum of nine (9) graduate credit hours towards their degree during each term of a GE appointment. Further, students must be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7). In addition, this unit requires that GEs maintain their studies in residency at the UO during each term of appointment. If the UO campus is physically closed but still operational, IPRE will allow GEs to participate remotely in accordance with official UO policy and guidance in effect at that time.
- 3.5 **Academic Year Appointments**
Information about the availability of positions for the upcoming academic year will be shared with current and incoming graduate students in the following ways:
- Position announcements for open positions will be made when funding for the position has been secured.
 - At that time, a position announcement will be posted to the PPPM graduate student listserv and a hard copy will be posted in the Hendricks Hall PPPM mailroom by the graduate student mailboxes.
 - Applications deadlines will be a minimum of 10 working days from the time of posting.
- Generally, the application process includes submitting a resume and cover letter that addresses the students' qualifications in relation to the specific job announcement. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.
- 3.6 **Emergency Appointments**
From time to time, the GE hiring unit may determine that an emergency appointment is necessary. In such cases, these positions will be announced and filled in the following ways:
- Position announcements for open positions will be made when funding for a position has been secured.
 - The 10-day posting period may be waived and a suitable candidate may be selected at any time.
 - Factors determining the suitability of a candidate will still be considered in this evaluation and include academic performance, previous coursework, related work experience, and student interest.

4.0 APPOINTMENT AND REAPPOINTMENT

4.1 In accordance with the CBA, the GE hiring unit's standing committee shall consist of at least three members: the IPRE Associate Director for Applied Research, the Principal Investigator, and an additional member of the IPRE faculty/staff. 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 position, the same student may continue in (i.e., be reappointed to) the 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 and the following: general criteria for any appointment (refer to section 4.2 below), general criteria based on particular types of work assignments available within the GE hiring unit, and any specific criteria relating to the particular GE work assignment.

4.2 General criteria include:

Academic Credentials

- For incoming students, this is evidenced by previous degrees and grades, test scores, etc.
- For students currently enrolled in the school, candidates may 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 may be interviewed and evaluated based on their performance and responses.

4.3 Assignment Related Criteria include specific qualifications based on requirements and preferences cited in the position announcement.

4.4 All criteria specific to a particular GE work assignment are specified in position announcements (see Section 3.5 above). Appointment decisions will be based primarily on the applicant's qualifications and awarded based on merit.

4.5 Candidates will be rank ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

4.6 If no qualified students apply or are available for a posted position, the selection committee or IPRE Associate Director for Applied Research 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 (also described in Section 3).

- 4.7 GE performance in this GE hiring unit is conducted on an ongoing basis. If the PI, supervisor, or GE requests a formal evaluation, the GE will be evaluated as follows:
- At the end of the term, performance evaluations may be conducted by the Principal Investigator. The criteria used for evaluation include:
 - Knowledge: How knowledgeable is the GE in their field? How is the GE working to acquire new knowledge?
 - Application of Knowledge: How well does the GE identify problems or opportunities? How does the GE apply strategies for dealing with those issues?
 - Teamwork: How well does the GE work with others? How much does the GE contribute to common goals?
 - Reliability: Does the GE perform high-quality work with adequate supervision?
 - Leadership: Is the GE a good role model for other employees and students?
- 4.8 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.

5.0 WORKLOAD AND WORK ASSIGNMENTS

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 teaching. Workload for a research assignment would include performance of all duties as determined by the specific tasks written in the specific scope of work relating to a GE assignment. In setting the workload (and thus FTE) for a GE position, GE hiring units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

- 5.1 In this GE hiring 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)
 - .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
 - .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
 - .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)
- 5.2 Work Assignment: Specific tasks for a GE assignment will be identified in the position announcement and, when applicable, in the scope of work included in the funding contract/grant.
- 5.3 Workload: Workload includes performance of all duties of the work assignment as best as can be determined based on the specific tasks written in the specific scope of work relating to a GE assignment. The distribution of workload among various duties is reflective of average breakdowns within the normative standard of the total workload. The distribution of time spent on duties may vary from week to week. However, the workload per term should be within the designated number of total workload hours. 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.
- 5.4 Time Tracking: 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.

6.0 HEALTH AND SAFETY INFORMATION

- 6.1 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.

6.2 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>.

6.3 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: Julie Foster, 541-346-2878, jdfoster@uoregon.edu

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTFF union representative. Off-campus resources include the local OSHA Office and the Bureau of Labor and Industries (BOLI).

6.4 Emergency procedures and evacuation plans are posted in various places around Hendricks Hall. GEs should determine the location of these items in proximity of their workspace. First aid supplies can be found in the PPPM mailroom on the first floor of Hendricks Hall or in the IPRE supply closet, 110 Hendricks Hall. For material data safety sheets or more information on safety issues, please contact Julie Foster, IPRE Grants Administrator, 223 Hendricks Hall, 541-346-2878, jdfoster@uoregon.edu.

- 6.5 Required safety training and appropriate departmental record keeping:
All IPRE GEs will obtain a driver certification card from UO Parking and Transportation. IPRE will require GEs to complete van driver training on a case by case basis.

7.0 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 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 hiring 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.

7.1 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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: <https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>

This GE hiring 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. See that program's website, handbook and GDRS for more information on satisfactory academic progress criteria.

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

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 can be found below.

9.1 Diversity, Equity, and Inclusion

IPRE commits to maintaining a safe and welcoming work environment for all employees. Our objective is to create space where everyone is seen and feels comfortable expressing ideas, beliefs, perspectives, and values in a safe and respectful way. Achieving that objective is a shared responsibility. Our expectation is that GEs will not conduct or condone behavior that disregards, diminishes, or disrespects other GEs, students, faculty, staff, or community partners, irrespective of intent. This includes, but is not limited to:

- Stereotypes (cognitive bias) – positive or negative beliefs held about the characteristics of a social group.
- Prejudice (emotional bias) – unjustifiable negative attitudes toward a social group or its members.

- Discrimination (behavioral bias) – unjustified negative behaviors toward a social group or its members.

However, we also understand that each of us carries with us a unique and individual perspective. Further, we understand that our unique perspectives likely include both conscious and unconscious emotional, cognitive, and behavioral biases. Therefore, if GEs behave or engage in hurtful or overtly biased behavior, including the expression of offensively biased views (e.g. racist, sexist, ageist, ableist, transphobic, xenophobic, chauvinistic, etc.) it is our collective responsibility as IPRE employees to respectfully identify and name it as such. If such incidents arise, it is also our collective responsibility to listen to, respect, and potentially modify our conduct accordingly. IPRE will not tolerate any ongoing patterns of identified offensive behavior.

9.2 Workspace

Each IPRE GE will be provided a workstation which will include at a minimum a table or desk and a chair. In most cases these will be dedicated workstations within a shared workspace. In some cases, it may be necessary for workstations to be shared with another GE or student employee. Any other changes or upgrades to the workstation must be approved by the IPRE Associate Director for Applied Research. Shared workspaces will have working locks on the doors. IPRE GEs may obtain keys to the workspace by contacting the IPRE Grants Administrator.

9.3 Private Meeting Space

The GE workspace is a shared space. If there is a need for a private space in which to conduct a meeting that cannot be accommodated in the shared workspace, please contact the IPRE Grants Administrator to arrange for an appropriate private meeting space.

9.4 Work Hours

IPRE GEs may work a flexible schedule, either in the IPRE GE workspace or elsewhere as necessary. GEs are encouraged to consult with their supervisor to determine appropriate work hours depending on the needs of their project.

9.5 Access to Telephones and Computers

IPRE does not provide a telephone in the GE workspace. If GEs have a need to use a non-personal telephone (e.g. conference phone) they should make arrangements with the IPRE Grants Administrator.

If requested, the IPRE can provide a GE with a computer and monitor. In most cases these will be dedicated computers, but it may be necessary for computers to be shared with another GE or student employee. IPRE computers are managed by the IPRE Grants Administrator in conjunction with the IT support staff of the College of Design. Please address any computer needs or concerns to the IPRE Grants Administrator.

GEs may elect to use their own laptop computers provided they follow the University's Acceptable Use of Computing Resources Policy found at <https://it.uoregon.edu/acceptable-use-policy>.

The Institute for Policy Research and Engagement saves all project documents to the IPRE server: <\\files\aaa\institutes\IPRE>. GEs will utilize and store all IPRE related digital project files on the IPRE file server. IPRE will provide all GEs with server access. Instructions for how to access the server are available at <https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=31705>

Supplemental file storage options (e.g. MS Teams, Dropbox, etc.) may be considered at the discretion of the PI. If a GE assignment requires specialized software, IPRE will provide it to the GE as needed.

9.6 Access to Office Supplies, Photocopies and Printouts

Please contact the IPRE Grants Administrator to obtain office supplies that are not already available in the IPRE GE workspace. GEs shall NOT purchase any supplies without prior approval from the IPRE Grants Administrator. Most supplies can be ordered directly and the turnaround time is typically 24-hours.

GEs have access to the PPPM department printer (which also functions as a copier and scanner) for project work related needs only. To access the copier and fax machine, please see IPRE Grants Administrator to obtain project-specific access codes.

10.0 ABSENCES

10.1 Notification

If a GE is unable to attend work at the scheduled time or to attend a class/meeting as scheduled, they must notify their supervisor as soon as possible. If possible, notification will be made in advance of the scheduled work assignment, meeting, or class that you are unable to attend. A GE should NOT cancel the class or meeting without permission from their supervisor. To the extent possible, a GE should provide the unit with information about where they left off. If they are able, the GE should attempt to reach their supervisor by both phone and email.

In the case that a GE is unable to directly notify the unit, they may designate someone to make the notification on their behalf and provide the necessary information to the GE's supervisor using this protocol.

If a GE is going to miss more than one work week, the GE, 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.

10.2 Reporting

A GE must report use of sick leave on their monthly GE timesheet. Failure to do so will require them to make up the missed time.

10.3 Makeup Work

Generally, for duties missed, a GE should check in with their supervisor to determine when and how the missed work will be made up.

10.4 Planned Absences

If a GE is planning an absence during any working days of the term, they must be sure to notify and receive approval from their supervisor as soon as possible prior to their absence.

10.5 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>