

# General Duties and Responsibilities for Institute for a Sustainable Environment (ISE) 2020-2022

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### 1.0 GENERAL INFORMATION

The purpose of this GDRS is to clarify information concerning Graduate Employee (GE) Positions offered by the Institute for a Sustainable Environment (ISE). 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 (GTFF). 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 the ISE.

The individual who shall oversee the implementation of this GDRS: Heidi Huber-Stearns, ISE Unit Director.

Date of the GDRS Revision: July 1,2020, for academic years 2020-22.

### 2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments is programmatically determined by unit leaders in the case of nonacademic units. The number of GE positions available is subject to the budgetary constraints on ISE and the University and is based on ISE's specific need for one or more GEs.

ISE makes an effort to distribute GE opportunities to as many students as possible; and encourages financial opportunities through such means as scholarships, work study, and grants.

ACADEMIC YEAR APPOINTMENTS: The availability of GE appointments for the academic year is usually determined by grant research requirements. In recent years GE assignments during the academic year have included Research Assistants.

SUMMER TERM APPOINTMENTS: The availability of GE appointments during summer term is determined by grant research requirements. In recent years GE assignments during the summer in ISE have included Research Assistants.

### **3.0 ELIGIBILITY REQUIREMENTS**

Students eligible for a GE appointment in the ISE includes graduate students enrolled at the University of Oregon who are pursuing a Master's or Doctoral degree. Depending on the work assignment, some GE announcements may specify enrollment in an academic program relevant to the nature of the work. All ISE GE positions will be posted on the Graduate School website for 10 business days with application instructions.

Experience or credentials required in order to be considered for an ISE GE position includes demonstrated abilities in areas particularly relevant to the GE assignment. Preference is given to applicants with demonstrated ability in areas specific to the GE assignment.

The Institute for a Sustainable Environment *does not* have a maximum number of reappointments for eligibility.

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 7).

### **4.0 APPOINTMENT AND REAPPOINTMENT PROCESS**

For academic term appointments and summer term appointments, ISE routinely posts its positions via the UO Graduate School web site and for each position includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and it is posted for a minimum of 10 business days. 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):

- Project Directors shall make a recommendation to the ISE Director based on knowledge of candidates in the Grant Project Director's home department, or after consultation with faculty in other departments, where students with relevant skills and experience may be found.

Occasionally emergency appointments may be necessary in the ISE. These positions will be announced and filled in the following way(s):

- Project Directors shall make a recommendation to the ISE Director based on knowledge of candidates in the Grant Project Director's home department, or after consultation with faculty in other departments, where students with relevant skills and experience may be found.

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes: The Institute Director, Supervising Principal Investigator, and another TBA Research Affiliate.

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 3.0, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the ISE 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, grades, test scores, etc. For students currently enrolled in the University, 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 member 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 Related Criteria for a Research Assistant:

- Specific qualifications and experience relevant to the GE position as detailed in the position announcement;
- Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GE's application as a whole;

- Consideration will be given for a positive working arrangement between a GE and the Project Director and other staff with whom the GE will work.

(C) All criteria specific to a particular GE work assignment are specified in the position announcements. (See Section 2.0 for how to access GE announcements.) Refer to specific position announcements as criteria will vary.

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, the 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 is evaluated at the end of every term. Evaluations are performed by the supervisor and any additional faculty/staff members for whom the GE performs work.

The criteria used for evaluation shall refer to the specific GE position description. Evaluation criteria will vary depending on research project.

## **5.0 WORKLOAD AND 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 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.*

ISE graduate employees are most commonly appointed at the following full time equivalent (FTE) levels with 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)
- .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)

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. GEs in the Institute for a Sustainable Environment may be asked to keep a record of hours worked for their specific GE research appointment.

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 ISE duties for the following types of GE work assignments are as follows:

**Duties by Work Assignment for Research Assistant:** Duties will vary based on specific grant project. The GE position description will be the guide to specific duties.

**GE Training Provisions:** GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties. GEs may be compensated for these training hours either through:

- hourly compensation at that GE's current hourly rate
- or by accounting for the 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 department GDRS, or documented list of individual training courses and/or activities for that GE.

GEs interested in attending trainings should work with their 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 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 541-346-8316.

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 <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 describes reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness. An injured GE who is unable to work may not receive both salary benefits 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 Office of Risk Management immediately.

ORS 659A.043 – 659A.052 describes 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) are 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 that identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: ISE Office Manager, 131 Hendricks Hall, 541-346-0675.

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: A first aid kit is located in Hendricks Room 130 (ISE entry area), lower desk drawer. Building and UO emergency procedures are located on desk in Hendricks Hall, Room 130. MSDS are not applicable to ISE research.

## **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 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. The hiring unit 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.

Satisfactory academic progress shall be assessed by criteria established by that GE's graduate degree program, see the relevant program's website or GDRS for more information. Additionally students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree.

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.

GEs employed by ISE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

## **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 student section of the AAEO Discrimination Grievance Procedures online <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.

**Workspace:** Office keys may be issued to Graduate Employees for the duration of their appointment. It is expected that GEs will participate in the security of the office space while on site. GEs will return their

keys to the Card Office in the EMU at the conclusion of their contract.

**Private Meeting Space:** Not applicable.

**Access to Telephones and Computers:** Access to telephones and computers, as necessary to complete specific GE assignment, will be made available during a specific GEs work schedule, within the standard 40-hour work week.

**Access to Office Supplies, Photocopies and Printouts:** Specific supplies needed to fulfill GE assignments should be obtained from GE supervisor; general administrative supplies will not be available for specific grant-funded GE appointments.

**GE Assistance:** Not applicable.

## 10.0 ABSENCES

**Absence Notification:** If you are unable to attend work at the scheduled time, you must notify your research supervisor as soon as possible, and when possible in advance of the scheduled work assignment or class that you are unable to attend. To the extent possible provide your supervisor 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 your research supervisor using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the employing department on any adjustment due to the GE's absence.

**Make-up Work:** For duties missed not related to a class meeting, please check in with your research supervisor 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 your research supervisor how to reach you (if possible).

**Teaching GEs:** Note that the Institute for a Sustainable Environment does not employ GEs for teaching.

**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>.