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*General Duties and Responsibilities Statement for  
University of Oregon Libraries 2020-2021*

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**1.0 GENERAL INFORMATION**

*About This Document*

- a. This document was last revised by the UO Libraries' GE Coordinator and Contact, Shelley Harshe, Administrative Operations Manager, on March 4, 2021, and is valid for 2020-2021. Contact information: [sharshe@uoregon.edu](mailto:sharshe@uoregon.edu), 541-346-1891, 115C Knight Library.
- b. The purpose of the GDRS is to clarify information concerning Graduate Employees (GEs) offered by the UO Libraries.
- c. 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.
- d. This GDRS details the specific relationship between GEs and this GE hiring unit.
- e. This document does not apply to work-study, hourly student employees, or other staff hired in this GE hiring unit.

**2.0 AVAILABILITY OF GRADUATE EMPLOYMENT (GEs)**

- a. GE appointments are most typically available within the UO Libraries during the academic year.
- b. All positions are subject to the Libraries' and University's budgetary constraints.
- c. The UO Libraries makes an effort to distribute GE opportunities to as many students as possible, and encourages financial opportunities through such other means as scholarships, work study, grants, and/or donor-funded paid internships.

### **3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS**

#### **3.1 *Application Process***

- a. GE positions are posted and applications are solicited as soon as positions are approved by the Graduate School (typically in early- to mid-April), and appointments are usually completed by the end of spring term (mid-June).
- b. Materials submitted by candidates include a letter of interest, résumé or CV, and a list of three academic or work-related reference contacts. Depending on the position, a writing or other job-relevant sample may be requested.
- c. Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:
  - Listing on the [Graduate School Jobs website](#)
  - Sending a hard copy to the Graduate Teaching Fellowship Federation
  - Occasionally sending flyers (hard or soft copy) to specific departments for posting or listserv distribution, depending on the subject background needed
- d. Job postings include a brief description of duties and responsibilities, FTE, and required and preferred qualifications for appointment or reappointment.
- e. Jobs are posted for a minimum of 10 business days.
- f. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.
- g. 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:
  - In instances when the Libraries has identified the need for emergency appointments, a previous relevant applicant pool may be re-reviewed, or the position may be re-advertised, per standard procedures (mentioned in “c” above).

#### **3.2 *Eligibility***

- a. Any student enrolled in a UO master’s or doctoral program is eligible to apply.
- b. Job requirements for administrative positions may vary depending on the specific assignment. Examples include coursework in specific disciplines, advanced knowledge for how to conduct library research, and experience in web publishing or instructional technology.
- c. Students who can complete three academic terms (fall through spring) will receive priority consideration.
- d. 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.
- e. GEs employed in the UO Libraries are required to maintain their studies in residency at the UO during each term of appointment.

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

#### **4.1 *Appointments***

- a. In accordance with the CBA, the Libraries’ GE employing unit will consist of a selection committee of at least three members, who may typically be: the unit’s hiring supervisor and two other permanent employees who have regular interaction with the hiring unit and its employees.
- b. Also in accordance with the CBA, GEs will be appointed for the academic year whenever feasible.

- c. For an administrative GE, criteria will vary depending on the specific assignment. Examples include coursework in specific disciplines, advanced knowledge of library research techniques, and experience in web publishing or instructional technology.
- d. In addition, criteria for appointments or reappointments typically include (in no particular order): academic credentials relevant to the position advertised, recommendations from academic or work supervisors, previous relevant experience, and in-person interviews with finalists.
- e. Candidates will be rank-ordered based upon, first, the eligibility criteria listed in the position announcement, and subsequently, the general, assignment type-related, and specific criteria listed in the position announcement. This also applies to positions that become available outside the normal appointment cycle.
- f. 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 above in Section 3.0 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 3.0), if necessary.

#### 4.2 *Reappointments*

- a. Reappointments are not automatic and are not guaranteed.
- b. Typically, reappointments are not made more than once in the UO Libraries, and are contingent upon exemplary performance.
- c. 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, and will be notified accordingly. The continuing student is not required to submit new materials, but must be making satisfactory progress towards the degree according to the Graduate School and the academic unit's requirements.

Appointments and reappointments will be based on an evaluation of each candidate's qualifications with respect to eligibility criteria in Section 3.2, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignment available within the GE employment unit, and (C) specific criteria relating to the particular GE work assignment.

## 5.0 **WORKLOAD AND WORK ASSIGNMENTS**

### 5.1 *Workload*

- a. Workload includes performance of all duties of the work assignment.
- b. In the UO Libraries, GEs are most commonly appointed at the following full-time equivalent levels (FTE) and corresponding total workloads:
  - .40 FTE (16 hours/week, up to 175 hours per term, or up to 525 hours per academic year)
  - .49 FTE (19 hours/week, up to 215 hours per term, or up to 645 hours per academic year)

### 5.2 *Work Assignment*

- a. Full-year GE appointments begin September 16 and end June 15. Because the Libraries are open for service 12 months of the year, GEs employed with the UO Libraries may be expected to work during intersessions, or before the actual start of classes for a term (September 16, December 16, March 16), if training or other pre-class preparation is necessary.

- b. Actual hours worked will fall within appropriate FTE guidelines, as mentioned above. As defined by the Graduate School, the hours calculated above are based on an 11-week academic term, not on the 12-week appointment term.
- c. 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.
- d. The GE and supervisor set the actual work schedule and may temporarily adjust the schedule in order for the GE to receive time off for paid holidays, longer holiday breaks, or intersessions, or if the GE is sick. In case of serious illness or family health issues, the GE should immediately notify the supervisor. In certain cases, such as parental leave or extended illnesses, it may be more achievable for the GE and supervisor to aim towards expecting the GE to complete the total hours for the academic year (as determined above in 5.1.b) rather than for the term.
- e. 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.

5.3 *Duties/Expectations by Work Assignment for Library Administrative GEs during 2020-2021*

- a. **Mellon Graduate Employee in Library/Museum Collaboration**, Digital Scholarship Services (.49 FTE; spring and fall 2021): This position requires a graduate student with strong collaboration, communication, technical, and organization skills and desire to advance and apply their web accessibility and user research knowledge by supporting the final phase of the Andrew W. Mellon Foundation grant “Leveraging GLAM (Galleries, Libraries, Archives, Museums Collaboration).”

## 6.0 HEALTH AND SAFETY INFORMATION

### 6.1 *Accident Reporting and Workers’ Compensation*

- a. 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.
- b. 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.
- c. The University has established procedures for reporting accidents and filing workers’ compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers’ Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers’ compensation information and forms are available at: <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.
- d. 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).
- e. 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.

- f. 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.
- g. ORS 659A.043 – 659.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

## 6.2 *Safety Information*

- a. The University of Oregon Safety Policy may be found in the UO policy library at <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 (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, <http://ehs.uoregon.edu/>.
- b. Safety concerns may also be submitted via an online reporting system on the UO Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

## 6.3 *Reporting Safety Hazards*

- a. GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor.
- b. The following Library representative may also be contacted: Amy Lake, Library Facilities and Business Services Manager, 541-346-1900, [amydlake@uoregon.edu](mailto:amydlake@uoregon.edu).
- c. Other resources on campus to report such information include the Office of Environmental Health and Safety (<http://ehs.uoregon.edu/about-us>), a UO Safety Advisory Committee representative (<http://ehs.uoregon.edu/sac-meeting-minutes>), or a GTFE union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).
- d. **Location of emergency procedures, evacuation plans, material data safety sheets (MSDS), and first aid supplies: see library staff intranet at <https://iris.uoregon.edu/cms/node/260>.**

## 7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

- a. 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.
- b. The criteria used to assess satisfactory progress toward a graduate degree are 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.
- c. 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.
  - d. 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. The GE employing unit (**Library**) 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.

## 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 GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online at <http://aaeo.uoregon.edu/content/raise-concern>.

## 9.0 WORK ENVIRONMENT

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

### 9.1 *Workspace*

- a. Each Library hiring unit will make provisions for working locks on doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

### 9.2 *Private Meeting Space*

- a. Most Library GEs will work in public areas, so would not typically have need of private meeting space.
- b. If a private space is needed, Library conference rooms may be reserved at any time by checking with the Executive Assistant to the Dean of Libraries in the Library Administration Office of Knight Library.

### 9.3 *Access to Telephones and Computers*

- a. Telephones and/or computers with applicable software programs will be made available to Library GEs who use them in the course of performing their assignments.
- b. These should be available at least during standard library working hours, M-F, 8 am to 5 pm.

### 9.4 *Access to Office Supplies, Photocopiers and Printouts*

- a. Office supplies and access to photocopiers and printouts will be made available to Library GEs to accomplish tasks associated with their assignments as directed by their supervisors.
- b. In addition to office supplies, copy machines, fax machines, scanners, etc., will also be made available for related assignments.
- c. Access to these supplies shall be available at least during standard library working hours, M-F, 8 am to 5 pm, and should be available at no personal cost to GEs, and does not preclude limitations placed upon the supervisors of record.

## 10.0 NOTIFICATION OF ABSENCES

### 10.1 *General Protocol*

- a. If a GE is unable to attend work at the scheduled time, they must notify the appropriate Library GE supervisor as soon as possible by both phone and email, preferably in advance of the scheduled work assignment that the GE is unable to attend.
- b. To the extent possible, the GE should provide the Library department supervisor with information about where they left off if work assignments are time-sensitive.
- c. In the case that a GE is unable to directly notify the department, their supervisor may designate ahead of time someone else in the department or the Library to make the GE's notification and provide the necessary information using this protocol.
- d. If a GE is going to miss more than one work week, they or a 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 *Library GE supervisor for 2020-2021 is:*

- a. Digital Scholarship Specialist – Franny Gaede, 541-346-1854, [mfgaede@uoregon.edu](mailto:mfgaede@uoregon.edu).

### 10.3 *SUBSTITUTION*

- a. GE appointments in the UO Libraries are administrative in nature and not eligible for substitution should an absence of the incumbent occur. It is their duty to inform their immediate supervisor of their absence as noted in section 10.1(a).

### 10.4 *Make-Up Work*

- b. Generally, for duties missed not related to a class meeting, GEs should check in with their supervisor to determine when and how the missed work will be made up.

### 10.5 *Planned Absences*

- a. If a GE is planning an approved absence during any working days of the term, they should be sure to notify their supervisor how to reach the GE, if possible.

### 10.6 *More Information*

- a. 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>).