



WINTER 2020 GRAD COORDINATOR MEETING/ CBA INFORMATION SESSION

ELR & THE GRADUATE SCHOOL



GE APPOINTMENT ANNOUNCEMENTS

- Fall 2020 GE appointment submissions
 - ePRF workflow move to OnBase - updates
 - Submissions open: May 11, 2020
 - Graduate School deadline: July 17, 2020
 - **I-9 Deadline: September 8, 2020**
- I-9 Trainings Held Monthly
 - Sign up in MyTrack
 - March 5, 2020
- Monthly Trainings for GE appointment process (Grad School/Payroll) – April - July
- Survey to Departments – GE Payroll contacts

DIVERSITY & INCLUSION: WINTER & SPRING PROGRAMMING

Monthly community building for underrepresented students & international students	First Monday of each month 4-5 PM, Susan Campbell Hall
Monthly community building for women of color & international women	First Thursday of each month 5:30-7:00 PM, Susan Campbell Hall
One-on-One Advising: General, Field-Specific and/or STEM Success	Susan Campbell Hall Contact: Padma@Oregon.edu
One-on-One Advising: Diversity GE LGBT+ students Disability access (physical and mental health) Graduate student life Professional Development Transitioning to grad school Comprehensive exams/advancing to candidacy Preparing a thesis or dissertation Professional consulting with community stakeholders Teaching	Mondays & Fridays dfurjan2@uoregon.edu

DIVERSITY & INCLUSION INITIATIVES IN THE WORKS

- LGBT+ Students in transition – Guidelines for faculty advisors & Students (Graduate School & Dean of Student Life)
- First-generation student support (Graduate School, Faculty & Staff)
- International student recruitment (Graduate School & DGE)
- International student support (Graduate School, DGE & Residence Life)
- Diversity Recruitment & Retention Strategies Group

RECRUITMENT OPPORTUNITIES

- Black Doctoral Network Western Regional Conference, April 4

Contact: Padma

- EducationUSA – Ukraine

Contact: Nellie Petlick

Email: npetlick@educationusa.org

Mailing Materials Deadline: March 2

Mailing Address for sending brochures: please contact Padma

ADMISSIONS & RECRUITMENT

- Recruitment Awards Still Available:
 - Campus Visit & Top Off Awards: Apply ASAP
 - Promising Scholar Awards – March 6
- Recruitment Listserv
- Admissions Trainings
- Questions?

CURRENT STUDENT AWARDS, SCHOLARSHIPS, AND FELLOWSHIPS

Awards with 2/17 deadline:

- Applications closed but still accepting letters of recommendation

Sylff Fellowship for International Research

- Open to UO, OSU, and PSU doctoral students whose work has an international dimension
- Only one nomination per department/program
- Deadlines:
 - Departmental deadline: varies by program – programs should set an internal deadline early enough to allow nominated students to apply by April 27
 - Applications due: April 27
 - Faculty reference letters due: April 29
 - Department/Program nomination letters due: May 4

Kimble First-Year Teaching Award

- Two \$500 awards: one for 1st time lab/discussion leader, one for 1st time sole instructor
- Deadline: June 30

The background of the entire image is a grayscale photograph of a tree trunk's cross-section, showing concentric growth rings and radial cracks in the wood. The text is overlaid on this background.

11TH ANNUAL GRAD RESEARCH FORUM

May 8th, 2020

For More Information: <https://gradforum.uoregon.edu/>



2019-2022 GTFF CBA IMPLEMENTATION

ELR & THE GRADUATE SCHOOL



COLLECTIVE BARGAINING AGREEMENT CHANGES

Topics Covered

- Salary
- Summer GE positions
- Sick Leave
- Childcare
- Parental Leave
- Training
- Disability Accommodation
- Work Agreement/GDRS
- Curriculum
- Union Rights
- Respectful Workplace Training



SALARY

Increases to Minimums

- 3.0% on Sept. 15th (retroactive)
- 3.0% for AY20-21
- 3.0% for AY21-22

NEW! Increases to those above mins:

- 1.4% each year
- If exceed, be mindful of the Oregon Equal Pay Act

Three-year agreement



SUMMER GE POSITIONS

Summer GE position

- No tuition or fee benefit
- GE can petition/grieve for class to be covered
- UO's goal - More GEs hired in summer

How to offer

- *Use form offered by the Grad School*
 - Form makes clear these positions do not offer tuition or fee remission and that the GE should apply to other positions if they need credits covered
- Make clear that the GE has until (current date+eight days) to inform you that they need to take a class/credits (that they plan to appeal)
 - Revocation of GE position to that GE if no response or if they do need credits

SUMMER GYM ACCESS

Gym Access

- GEs who worked in the Spring and who have a Fall appointment
- Who don't cause a tuition or fee cost to the University
- Can get “free” access to Rec Center over summer term
 - GE must have membership placed on their student billing account in order for it to be waived

SICK LEAVE

NEW! Fixed sick leave substitution pay

- Only applies in cases of less than 24 hours notice

Increased but fixed accrual

- GEs now accrue three (3) days of sick leave per term
 - GEs now accrue like other employees, don't have leave front-loaded
- Bank size (10 days) remains same

Clarified that sick leave taken in full day increments

CHILDCARE – STUDENT ASSISTANCE FUND

- During first ~~18 months~~ seven (7) years of child's life/adoption
- Can access Graduate Student Assistance Fund for ~~\$575~~ \$700
- If fund drops below \$25k, UO will deposit \$25k in fund
- *NEW* Can access once per year (September – August)

PAID PARENTAL LEAVE

Letter of Agreement on Parental Leave (expires at end of contract)

- GEs can access up to six weeks of paid parental leave
- Must exhaust own sick leave, University covers the difference up to six weeks (pay continuation)
- Oregon's own paid leave law soon (worker's compensation)
- *Soon: more detailed process/guidance for paid parental leave*

TRAINING

During term of first appointment:

- Four hours of paid training

NEW!

- Can do six (6) hours of professional development per year
- Can build into GDRS in place of sick leave substitution pay



Is this the lowest form of humor? Yes.

DISCIPLINE

“Written reprimands shall include a summary of the problem and the University’s expectations and guidelines for corrected behavior”

Position abandonment

- 5 consecutive days
- “without consent or authorized leave” NOT “without notification”

DISABILITY ACCOMMODATION

Revised process with clarity around roles and responsibilities

Please direct all GEs to:

- <https://hr.uoregon.edu/employee-labor-relations/accommodations>
- WorkplaceADA@uoregon.edu

APPOINTMENTS

If you have GEs on hiring committees:

- You may “not share material with those GEs that is disciplinary, confidential, or FERPA-protected.”

If you do not have GEs on hiring committees:

- GEs may submit written feedback on the process for evaluating GE applications before the process has concluded.
- Departments shall respond to these comments in writing to the GE who submitted feedback no later than twenty (20) days after the application process concludes

WORK AGREEMENT

Feedback

- GEs can provide feedback on GDRS documents
- University shall notify GEs by April 1, GEs can submit feedback by April 15

Physical posting

- “A physical copy of the GDRS shall be posted prominently in the department office or another conspicuous location.”
- No obligation to keep up to date
 - Print a page providing the web address for GDRSes
- No obligation on size of printing

CURRICULUM

Feedback

- GEs can provide feedback when changes will have a “substantial impact on GE work conditions”
- “Departments shall inform GEs when changes to undergraduate curricula are made which have a substantial impact on GE work conditions.”

DACA AND DIVERSITY GE

“The University shall issue a written annual public notice to all employees regarding how to respond to immigration enforcement officials...and a list of currently existing University resources for undocumented and DACA students and employees.”

University to hire a 0.49 FTE AY Diversity GE to develop resources specifically for underrepresented graduate students.

DEPT. HEAD TRAINING ON RESPECTFUL WORKPLACE

Annual training from dept. head to dept. faculty covering:

- The Respectful Workplace Memorandum,
- Sections of Article 25 relating to workplace bullying, and how they relate to interactions with GEs
- Policies on romantic relationships, prohibited discrimination and retaliation, and campus violence prevention
- Power dynamics between faculty members and graduate students and appropriate professional boundaries
- Employment disability accommodations.

New definition of bullying in CBA

- Written, electronic or verbal communications, behaviors or conduct, or any physical act that
 - (1) places the student or employee in actual and reasonable fear of harm to the person or damage to their property or
 - (2) is severe or pervasive and interferes with their work or participation in university programs or activities
- This will not “be interpreted in a way that undermines a supervisor’s authority to appropriately manage their work unit.”

HEALTH INSURANCE

Incentives

- Over 10% increase, Union members must pay more
- Under 5%, UO raises minimum salaries

Exploring self-funding

- Agreement to form a joint workgroup to explore moving to self-funded insurance

SOFTWARE

“GEs whose assignments involve use of specific software shall be provided with access to the software.”

UNION RIGHTS

GTFF gets two (2) University-paid reps per academic term (total six)

- Can't be from same department
- Must notify department and HR/Graduate School
- The expenses are transferred to the Graduate School during the term they take leave

1. Submit an ePRF with “Multiple Job Changes” as the Job Change Reason
2. Select the Winter 2020 term dates (16-DEC-19 – 15-MAR-20)
3. Select BUOG9A-Admin for the Position
4. Enter the current FTE for the Winter 2020 term
5. Enter Z5GHMG for the index
6. Enter “CBA FTE release for Winter 2020 term” in the Submitter Remarks section
7. Attach a copy of this letter to the ePRF

QUESTIONS?

- uoelr@uoregon.edu
- Or
- gradsch@uoregon.edu