

General Duties and Responsibilities for the Prevention Science Institute Graduate Employee Positions 2020-2022

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee Positions (GEs) offered by this GE hiring unit. 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. 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 shall oversee the implementation of this GDRS is:
Laura Lee McIntyre, Director, Prevention Science Institute

DATE OF THIS GDRS REVISION: July 20, 2020
EFFECTIVE ACADEMIC YEAR: 2020-2022

2.0 AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS (GES)

The availability of GE appointments are programmatically determined by grant principal investigators. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to support the research scientists and project staff members with a variety of tasks to be determined by the project principal investigator. The majority of the position requirements are outlined in the GE position posting. These tasks may include, but are not limited to, the following:

- Research Assistant
- Training Assessment Protocols to other students or project staff
- Support with manual development
- Support with protocol development
- Working with Families, Parents, and Children
- Leading and/or co-leading parenting intervention groups
- Leading and/or co-leading established family interventions
- Coding video-taped behavioral interactions
- Interviewing parents and children in their homes
- Conducting standardized assessments in family homes and in the center
- Scheduling families for group intervention and or home visits
- Providing editing, filing, data entry, or data checking support to project staff members
- Providing support to the project Principal Investigator and Researchers as needed

Summer Term Appointments

The availability of GE appointments for the upcoming summer term is usually determined by the grant principal investigators. Appointments are generally continuing from the academic year and are subject to the budgetary constraints on the GE employing unit and the University. GE assignments and tasks during summer term are the same as those listed above.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Academic Year Appointments

Each new position is posted on the Graduate School website. The position announcement includes a brief description of each position's duties and responsibilities, FTE, and appointment and reappointment qualifications. The position announcement is forwarded to the Graduate Teaching Fellows Federation office for posting. All new positions will be announced, and the application period open, for at least 10 business days.

Summer Term Appointments

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s): The availability of summer positions will be communicated by principal investigators to the graduate students who are eligible for reappointment by email.

Emergency and other Potential Positions

Occasionally, positions will be identified outside of the normal appointment cycle and from time to time, other emergency appointments may be necessary. Information about the availability of these positions will be made in the following way(s):

Each open position is posted on the Graduate School website. The position announcement includes a brief description of each position's duties and responsibilities, FTE, and appointment and reappointment qualifications. The position announcement is forwarded to the Graduate Teaching Fellows Federation office for posting. All positions will be announced, and the application period open, for at least 10 business days.

Application Process

Generally, the application process for incoming students and continuing students includes: Students should submit application materials to the department in the manner, and by the due date, specified in the position announcement.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Eligibility

Students eligible for a GE appointment in this GE employing unit are:

- Graduate students enrolled in a UO master's or doctoral program.
- Graduate students 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.
- Graduate students which maintain their studies in residency at the UO during each term of appointment.
- In all cases, preference is given to the department or program that is listed under the Preferred Qualifications on the GE posting. However, students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible to apply for GE positions in this hiring unit.

Experience or credentials required in order to be considered include, but are not limited to, the following

- Demonstrated ability in areas relevant to the particular GE assignment, as described in the position announcement, as well as students with specific interests, experience, and credentials relevant to the specific project the student is applying to.
- 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.
- Priority will be given to applicants who have previously worked and or volunteered in the desired areas of interest in relation to the specific project the student is applying to. These experiences may include, but are not limited to, work with families, parents, schools and children and may include particular areas of interest (i.e.: poverty, early childhood, special education, the foster care system, teens, or brain development).

4.0 APPOINTMENT AND RE-APPOINTMENT PROCESS

Evaluations will be the responsibility of the Principal Investigator who may also request additional evaluations by supporting project staff members such as the Project Coordinator, Assessment Coordinator, or other lead staff members.

The criteria used for evaluating GE applicants is project-specific and based on the job description. GE applicant evaluations for candidates will be based on and ranked using the following general criteria:

- 1) The GE candidate meets the eligibility guidelines for the unit
- 2) The GE candidate meets the preferred guidelines and is currently enrolled as full time student in the preferred department and program listed on the GE posting.
- 3) The GE candidate meets the level of experience and credentials listed on the GE posting.

Once an applicant has been determined to meet the eligibility guidelines, they will be evaluated for their skills and experience based on the preferred guidelines listed on the GE posting that are specific to the project which they are applying. The Principal Investigator and, if applicable, selected supporting staff members will individually rank the applicants based on their skill level and background they've achieved working with the desired population and project specific areas of interest using a 5 point scale. Once the scales are summarized, the GE applicant with the highest overall score will be selected and notified within 5 business days. If there is a tie in the scores between two or more applicants, the Principal Investigator will then call references and the finalists will be asked to come in for a formal interview process before the hiring committee will make a final decision. The GE will be notified of the outcome of the interview process within 5 business days.

Summer Appointments

The need for a summer GE appointment will be determined by the Principal Investigator and the evaluation process is the same as mentioned above.

Reappointment process

The Principal Investigator will determine if there is a need and funding available to reappoint a GE. If there is a need for a GE position and available funding, a GE will be reappointed based on their performance in the following areas:

- The student has successfully fulfilled the requirements placed on them according to their previous appointment
- The student has maintained their GPA and ranking within their program

- The student has shown initiative to learn and gain additional skills
- The student has shown the ability to work with parents, families, and children in an appropriate manner (if applicable)
- The student has shown the ability to work well with other project staff members
- The student has proven to be reliable, conscientious, and task oriented
- The student has tracked their hours in accordance with their appointment and has met the requirements

5.0 WORKLOAD AND WORK ASSIGNMENTS

Workload includes performance of all duties of the work assignment. For example, the workload for a research assistant would include preparation time, travel, and time spent interviewing the family. GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily. In this GE employing 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)
- .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)

Work Assignments

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.

Training Provisions (Article 31, Section 4)

GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP (Teaching Engagement Program), and other workshops and trainings related to successful performance of GE duties and best research practices.

GEs may be compensated for these training hours either through:

- 1) hourly compensation at that GE's current hourly rate
- 2) 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 541-345-8316.

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 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..>

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. 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.

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.

ORS 659A.043 – 659A.052 describe 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) 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>.

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: Kate Harvey, 541 346-4553.

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: the reception area of 1600 Millrace Drive Suite 106.

7.0 SATISFACTORY PROGRESS TOWARD 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. 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.

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.

This GE employing unit is a research unit. Satisfactory progress is determined by each GE's graduate program. The GE should refer their program's GDRS for more information regarding satisfactory academic progress for grades, examinations, research, teaching requirements, skill/practicum/internship requirements, advancement to candidacy, and any other academic requirements set by the GE's current program.

The Principal Investigator for the GE position is responsible for verifying that the GE is making satisfactory progress towards their degree.

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.

Failure to make satisfactory progress towards the graduate degree will be determined by the GE's program and the Graduate School and subsequently will disqualify the GE from the department's degree program.

Discipline and Discharge

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 towards the degree.

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 (<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.

GEs will be assigned shared, lockable office space. Depending on the location of the supervisor, GEs may be located at 1600 Millrace Drive in the Riverfront Research Park. GEs should expect to share office space, desks and equipment. Furnishings will be safe and appropriate. Custodial services will be on the same schedule as other spaces in the department. This GE hiring unit follows all university and fire standard safety regulations. If door locks do not function properly and/or if the GE has any safety concerns, the GE is to report this to Lauren McHolm (541-346-4845, lmholm@uoregon.edu), who will then contact Campus Operations for repair.

Private meeting space is available, if needed. Conference rooms are available for reservation in all of this GE hiring unit's controlled spaces.

GEs will have telephone, computer and internet access necessary to carry out work assignments. GEs will have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. Supplies shall be available during standard working hours at no personal costs to GEs and will not preclude limitations placed upon the supervisors. Central copy machines are located at 1600 Millrace, Suite 106. GEs should request the appropriate copy code from their supervisor.

Appropriate work space is provided to all GE's. If GE's have concerns about work space, they should discuss their concerns with their immediate supervisor.

10.0 ABSENCES

Notification

If you are unable to attend work at the scheduled time you must notify your supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE). If you are able, please attempt to reach your supervisor by both phone and email.

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 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 department on any adjustment due to the GE's absence.

Make-Up Work

Generally, for duties missed not related to a class meeting, please check in with your 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 supervisor how to reach you (if possible).

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 Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>

Sick Leave

Effective January 1, 2016, GEs began receiving paid sick leave.

- GEs accrue sick leave in "days"

- If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a “day” of sick leave
- You accrue two days per term you work; you accrue an additional day during your first appointment in a school year
- Sick leave is accrued at the start of each term
- You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year
- Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances
- If your supervisor asks you to substitute for another GE who is out sick, you will earn hourly compensation of 1.5 times your current rate unless the GDRS, your job description, or workload allocation sets aside hours for substituting.
- Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.)
- If you find yourself unexpectedly sick, contact your supervisor, project coordinator, and/or principal investigator as soon as possible.

To record and report your sick leave, please submit a leave reporting sheet by the day and time specified by the business manager each month (typically at 12:00 noon on or around the 15th of each month). On the leave sheet, record the number of days you took leave in the previous calendar month. For example, if you took a day of leave in January, you would report that day on the sheet due February 15th. The leave reporting sheet can be obtained from your supervisor or Kate Harvey, kharvey@uoregon.edu.