

GRADUATE EMPLOYEE GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

CENTER FOR ENVIRONMENTAL FUTURES

2020-22

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1. General Information

The purpose of this statement is to clarify information concerning Graduate Employees (GEs) offered by the Center for Environmental Futures (CEF). CEF is affiliated with the Environmental Studies Program (ENVS) but operates as a separate hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This statement details the specific relationship between GEs and CEF and does not apply to work-study or other staff hired by CEF.

This document and its amendments may be viewed or printed from the Graduate School website. Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon.

The supervisors who shall oversee the implementation of this GDRS are the co-directors of CEF, which are currently Stephanie LeMenager and Marsha Weisiger.

2. Availability of Graduate Teaching Fellowships

CEF employs GEs on an academic year basis contingent upon the availability of funding and special program needs. At times a GE may be hired for a limited FTE and for a limited period of time (one or two terms or portions thereof, or for specified lengths during the summer term). The

limited nature of the employment and the nature of the work will be explained in position announcements and in the interview process.

3. Eligibility Requirements and Application Process

Graduate students eligible for a GE appointment at CEF are enrolled in a graduate program at the University of Oregon and familiar with environmental humanities research and general office software. Specific qualifications are detailed in GE position announcements.

The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment, except during a summer appointment. In addition, CEF requires that a GE maintain their studies in residency at the University of Oregon during each term of appointment.

Position announcements for the upcoming academic year will be made by posting for a period of at least 10 business days with the Graduate School and the Environmental Studies Program (ENVS). The posting will include a brief description of each position's duties and responsibilities, and the FTE workload. From time to time emergency appointments may be necessary. In such cases, CEF reserves the right to fill such a position by referring to resumes on file with CEF.

Application may be made by submitting a cover letter, curriculum vitae, names of references, and supplemental materials related to the qualifications and duties specified in the position announcement. Applications must be submitted by the deadline date specified on the job posting.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

Recommendations for appointment and reappointment shall be made by CEF's co-directors. Decisions will be based on an evaluation of the candidate's qualifications with respect to previous and current work and academic experience.

4. Appointment, Reappointment, and Termination

If no qualified students apply or are available for a particular position, CEF's co-directors may reopen the application process for the position. CEF's co-directors also reserve the right to proceed to fill the position as it would in an emergency appointment situation as stated above.

GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8).

Reappointments are not automatic, nor are they guaranteed. CEF does not limit the number of reappointments. In the case of reappointment to the same position, CEF may decide to continue with the same GE without any new announcement of the position.

GEs at CEF will be evaluated at the end of winter term by the co-directors. The criteria will be the same as for the initial appointment. In considering reappointment, CEF will consider performance as well as any new needs and necessary skills for ongoing research in determining whether to reappoint a GE.

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. Workload and Work Assignments

GEs are appointed at CEF at the following full-time equivalent levels (FTE) and corresponding total workloads per academic year (AY). (Article 20).

.20 FTE appointments require up to 88 hours per term, or up to 264 hours per AY.

.30 FTE appointments require up to 131 hours per term, or up to 393 hours per AY.

.40 FTE appointments require up to 175 hours per term, or up to 525 hours per AY.

.49 FTE appointments require up to 215 hours per term, or up to 645 hours per AY.

Workload includes performance of all duties of the work assignment, including meetings with the co-directors. These hours do not refer to actual time spent by a particular GE, but rather what a reasonably competent and efficient GE might accomplish given the same assignment. In addition, workload may vary week to week, but the total hours per term will fall within the designated FTE range.

Assignments: CEF makes use of GE services on research projects and as program assistants.

- **Research Assistant**

The GE will perform duties under the direction of the co-directors. Such duties will include securing materials related to a research project, reading the materials, and providing a synthesis or abstract of information to the co-directors. They also includes locating and scanning historical documents, literary works, and visual images. This work may require travel to archives within the state of Oregon and travel to various sites for oral history interviews. Work may require conducting computer and library searches, and the end product of this information gathering will be for faculty use in preparation of scholarly manuscripts and for the development of digital products. The work may also involve the use of various digital platforms for the preparation of digital media. From time to time, as needed, it may also involve assistance with public programs. Specific research and support tasks will be listed in the position description.

- **Program Assistant**

Duties related to program assistant may be performed under the direction of one or more faculty. Such activities are typically related to the development and presentation of symposia or film festivals and may include information gathering, materials preparation,

physical and logistical arrangements, and assistance with on-site program details. Programs may be held on-campus, off-campus but within the the metropolitan area, or outside the metropolitan area but within Oregon. Travel to areas outside the metropolitan area may be required.

6. Health and Safety

Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). For information about the program, please call 346-8912 or 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 (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/>. 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: Monica Guy, ENVIS Office Manager, 541.346-5081. 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).

Emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies are maintained in room 144 Columbia by the office manager and office staff.

7. Satisfactory Progress Toward Graduate Degree

Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment.

For a GE at CEF, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program. GEs should consult with that department's GDRs for more information.

A GE appointment should be beneficial to the student's development in a degree program. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

8. Discrimination Grievance Procedure

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 found online at <http://aaeo.uoregon.edu/content/raise-concern>.

9. Work Environment

GEs at CEF will be provided with an office, a computer with standard office software, and access to a shared printer, photocopier, a FAX machine, a telephone, and office supplies within the ENVIS office suite. If specialized software is required, it will be provided by CEF. Office space may be private or shared. Private meeting space will also be made available, when needed. GEs will be reimbursed for any necessary supplies or travel expenses that are pre-approved and directly related to their work as GEs with CEF.

10. Absences

When an absence is necessary, a GE is expected to notify his or her supervisor or other designated faculty/staff member as early as possible and before the first assigned duty on the day to be missed as provided by Article 28 of the GTFF CBA.

It is understood that the CEF work schedule is flexible, with milestones set for each term. However, if you are unable to conduct your research or other CEF projects for a period of more than one week, you must notify one of CEF's co-directors as soon as possible via email or phone. Please include information on 1) when you expect to return to work, 2) the status of your current research or program tasks, and 3) deadlines that need to be renegotiated due to your absence. 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 the co-directors using this protocol. Additionally, if you are unable to work for one week or more, 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 please check in with your faculty supervisor to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during the term, be sure to notify CEF's co-directors regarding how to reach you.

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>