

# General Duties and Responsibilities for the Institute of Ecology and Evolution 2020 - 2022

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### **1.0 GENERAL INFORMATION**

#### *About This Document*

The purpose of this GDRS is to clarify information concerning Research Graduate Employee positions (GEs) offered by this research 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 (GTFF).

This GDRS details the specific relationship between research GEs hired into research positions in the Institute of Ecology and Evolution.

The individual who shall oversee the implementation of this GDRS is:  
IEE Director, Matt Streisfeld.

This document was revised 6/24/2020 and it is valid for the 2020-2022 CBA.

## **2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS**

The availability of GE appointments are programmatically determined by research active faculty and the Institute Director. 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 maintain active research programs and to provide assistance to faculty where needed.

This GE employing unit makes an effort to distribute GE opportunities to as many students as possible based on available research funding, and encourages financial opportunities through such other means as training grants, fellowships, scholarships, and teaching positions as necessary.

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

### **ACADEMIC YEAR APPOINTMENTS**

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students:

- in the incoming graduate students' letter of acceptance into the program.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students:

- via communication with research PIs and advisors to continuing students.

### **SUMMER TERM APPOINTMENTS**

Information about the availability of positions for the upcoming summer term will be shared with continuing graduate students:

- by communicating with research program PI/advisor about availability of funding for research assistant positions.

As admission to the graduate program is for Fall term, summer term appointments for incoming students would be an exception to standard practice as necessitated by a specific research program need and would be communicated by the responsible PI.

The Institute endeavors to ensure consistent funding for PhD students during the duration of their program through research appointments when not appointed as a Teaching GE by an Academic Department. If a student does not have a teaching or research appointment for a particular academic term, they should consult with their advisor/research PI.

Graduate students pursuing a Master's or Doctoral degree at the University of Oregon in any science discipline will be eligible to be considered for a GE position. Preference will be given to those with demonstrated ability in areas relevant to the particular institute research agenda, in particular to students in the Ecology and Evolution Ph.D. Program.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the Institute's own students.

Experience or credentials required in order to be considered include:

- Demonstrated ability in areas relevant to the particular research program agendas within the Institute.

Students will be considered in the following order:

PhD students will be considered prior to MS students

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

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:

The Institute director, the student's advisor, and the executive committees of the existing training grant programs.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible.
- 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, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit 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 and grades, test scores, etc. For students currently enrolled in the department, candidates may 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 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.

Previous experience. previous employment or other experience relevant to the GE position available.

Financial need will be considered in evaluating two or more equally qualified candidates.

## **(B) Assignment Type-Related Criteria**

For a Research Assistant:

Satisfactory progress in graduate study as detailed in the Graduate Student Handbook; experience, aptitude and interest in the area of research to be conducted; recommendation of the research program investigator.

In laboratory settings, the typical assignment consists of research activities directed by the major professor or laboratory supervisor.

Performance of GEs in this employing unit are evaluated:

At the end of the academic year for GEs appointed fall, winter and spring, and at the end of the summer term for summer GEs

Evaluations are performed by:

Major Professor and laboratory supervisor.

The criteria used for evaluation include:

Progress on the stated research objectives of the project.

## **5.0 WORKLOAD AND WORK ASSIGNMENTS**

Workload includes performance of all duties of the work assignment. 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.

In this GE employing unit, GE are most commonly appointed at  
.45 FTE (Up to 197 hours per term or up to 591 hours per academic year)

The following full time equivalent levels (FTE) and corresponding total workloads are available for appointments with appropriate circumstances:

- .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 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:
  - 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.

In this GE employing unit, duties for the following types of GE work assignments are as follows:

#### **DUTIES BY WORK ASSIGNMENT**

##### **Research Assistant:**

Standard appointments are at .45FTE, which is generally 18 hours/week or 197 hours/term, up to 591 hours per academic year. Occasionally, appointments at a lesser level are appropriate at not less than .20 FTE or 88 hours/term. In laboratory settings, the typical assignment consists of research activities directed by the major professor or laboratory supervisor.

#### **6.0 HEALTH AND SAFETY INFORMATION**

##### **Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 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 Workplace Injury Report 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 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, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/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: Matt Streisfeld, Director, 541-346-4816.

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:**

Laboratories and lab supervisors maintain lab specific resources, general resources are available in the Institute administrative office.

**Use of Personal Protective Equipment:**

Specifics vary by lab and research program, lab supervisors will advise accordingly.

**Required safety training and appropriate departmental record keeping:**

Graduate students in the PhD program receive training during the program orientation prior to beginning laboratory research.

**7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because a GE appointment is the method by which departments and institutes 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.

This GE employing unit is a research Institute with no graduate degree program. Satisfactory progress is determined by each GE's graduate program. See that program's degree requirements for more information. Specifically, for the Department of Biology reference the Graduate Handbook available on the Department webpage:

<http://biology.uoregon.edu/graduate-studies/>

**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**

**All graduate students in the Institute of Ecology and Evolution** have access to the shared kitchen and meeting room (Tea Room) in 318 Pacific. Additional resources available to IE<sup>2</sup>'s Graduate students include the following:

**Workspace:**

**First year PhD students** are provided with office space in a shared office environment. Academic Research Rotations (term by term) occur in the laboratory of the advising investigator. Keys can be obtained for the respective laboratory by contacting Sara Nash in the IE<sup>2</sup> office.

**All Continuing students and First year Master's students** are provided with workspace assigned to/by their major advisor and have access to the associated laboratory facilities. Please consult with

your advisor on the specifics of your assigned space and the associated telephones, computers, and printers.

#### **Private Meeting Space:**

275 Onyx Bridge is the IE<sup>2</sup> conference room. This is equipped with a large monitor display, and a wireless network connection. As such, priority reservations are for weekly/recurring laboratory meetings of groups of investigators. The schedule can be viewed on the IE<sup>2</sup> web page at:

<http://ie2.uoregon.edu/contact>

271 and 276 Onyx Bridge are conference rooms maintained by IMB which allows access to IE<sup>2</sup> members and GEs to reserve when a smaller meeting room is more appropriate. Additionally, Pacific 13 is a space shared by building residents and maintained by Anthropology.

Individual reservations can be made on an availability basis by contacting the IE<sup>2</sup> office  
ecolevol@uoregon.edu

The Department of Biology has meeting rooms designed for GE office hours. Reservations can be made by contacting Annie Rogers in the Biology office (6-4527 or arogers2@uoregon.edu).

IE<sup>2</sup> has a portable LCD projector to be reserved and checked out for use as necessary for talks, presentations, committee meetings or other needs. Please see Arlene Crain (272 Onyx Bridge, 6-4581, or [ardeyo@uoregon.edu](mailto:ardeyo@uoregon.edu)) for assistance.

#### **Access to Office Supplies, Photocopies and Printouts**

Office supplies and fax machine/scanner/photocopier for research purposes are available in the IE<sup>2</sup> office. Office supplies and a fax machine are located in the main office (272 Onyx Bridge) and can be accessed from 8am– 5pm. ***(Please note that the office staff is usually at lunch from noon until 1PM)***

When a fax is received in the IE<sup>2</sup> office, the staff will send an email to the individual alerting them to its arrival.

***Please note that GEs teaching for the Department of Biology should consult with the Biology Office Manual for GEs regarding the appropriate manner of obtaining resources for teaching assignments within the Department.***

IE<sup>2</sup> Graduate Students have access to the mailroom at all times for your research needs. We ask that you use shared resources responsibly and alert the office staff if anything is in need of maintenance or restocking following your visit.

#### **GE Assistance**

Arlene Crain is the purchasing agent for IE<sup>2</sup>. When students select a lab and begin their research program, they have electronic access (using DuckID and password to login) to purchasing with Fisher Scientific and VWR International through Duck Depot as hosted on the Purchasing and Contracting Services website ([pcs.uoregon.edu](http://pcs.uoregon.edu)). Supplies for your rotation research should be supplied through the host lab, however if you need anything or have questions in the interim,



please contact Arlene Crain (in person in 272 Onyx Bridge, at 6-4581, or [ardeyo@uoregon.edu](mailto:ardeyo@uoregon.edu)) for assistance.

Send all purchase requests to [ecolevol@uoregon.edu](mailto:ecolevol@uoregon.edu).

All members, associate members, postdoctoral research associates, lab/office staff, and graduate students are subscribed members of the ecology list-serve for IE<sup>2</sup> wide communication. Posts intended for the entire list should be addressed to:

**[ecology@lists.uoregon.edu](mailto:ecology@lists.uoregon.edu)**

Note this list does not accept attachments and all posts must be initiated from the address of membership ([username@uoregon.edu](mailto:username@uoregon.edu))

There is an additional list that is available for updates on the weekly meetings of the Evolution of Development Journal Club and additional announcements. Those interested in being subscribed to this list should contact Matt Streisfeld ([mstreis@uoregon.edu](mailto:mstreis@uoregon.edu)).

An email list for graduate students ([eegrads@lists.uoregon.edu](mailto:eegrads@lists.uoregon.edu)) is maintained by Paul Reed ([preed@uoregon.edu](mailto:preed@uoregon.edu))

There is a graduate student organization, GREBES, for more information contact Paul Reed ([preed@uoregon.edu](mailto:preed@uoregon.edu))

## **10.0 ABSENCES**

ABSENCE NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify your supervising PI 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 information about where you left off.

In the case that you are unable to directly notify your PI, you may designate someone to make your notification and provide the necessary information to your PI via phone or email.

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.

Coverage for GE Using Sick Leave: Generally, the unit will not use substitutes for absent GEs. However, in the event the GE is out ill, and the unit requests another GE to substitute, the unit will pay 1.50 times the substituting GE's normal rate.

MAKE-UP WORK. Please check in with your supervising PI 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 supervising PI 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>