

# GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

JORDAN SCHNITZER MUSEUM OF ART

GRADUATE EMPLOYEES

6/24/20

2020-2022

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## 1.0 GENERAL INFORMATION

- 1.1 This Manual: the purpose of this Manual, revised on 6/24/20, is to clarify information concerning Graduate Employees (GEs) at the Jordan Schnitzer Museum of Art. 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 Manual details the specific relationship between GEs and Jordan Schnitzer Museum of Art (JSMA). This Manual does not apply to work-study or other staff hired in JSMA. This GDRS is valid for the 2020-2022 academic year.

This document and its amendments may be viewed or printed from the Graduate School website.

- 1.2 Implementation of this GDRS: the Director of Educational Outreach at JSMA (currently Lisa Abia-Smith) who supervises the GE.
- 1.3 The GE position is considered a Strategic Alliance (SA) GE. This is a GE appointment with administrative duties that serve current priorities in a non-academic unit. Duties of the appointment may not include academic teaching or academic research. Funding decisions are made by the dean and associate deans of the Graduate school.

## **2.0 AVAILABILITY OF GRADUATE EMPLOYEES**

- 2.1 GE appointments are determined by the Executive Director, the Associate Director of Administration and Exhibitions, and other senior leadership at the JSMA. Areas needing GE support are discussed periodically during departmental meetings as a regular part of planning for the upcoming term or academic year.
- 2.2 The number of GE positions available is subject to the budgetary constraints on the Department and the University.
- 2.3 The priority is to staff positions where GEs are qualified to help with supporting the outreach, mission, collections, exhibitions and administrative tasks at JSMA.
- 2.4 Jordan Schnitzer Museum of Art:
  - 2.41 Makes an effort to distribute GE opportunities to as many students as possible.
  - 2.42 Gives priority to GE appointments. All graduate students employed by the department at .20 FTE or above for research, teaching (e.g. grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Employee appointment, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of a new GE position.
  - 2.43 Encourages financial opportunities through such other means as internships, scholarships, work study, and grant funded research assistants.
- 2.5 In recent years GE positions housed at the JSMA have been offered in coordination with the College of Design.

## **3.0 APPLICATION PROCESS/ELIGIBILITY REQUIREMENTS**

- 3.1 JSMA will provide the University with recommendations for GE appointments (Article 17, Section 1).
- 3.2 Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate School and the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1).

- 3.21 Positions offered by the Department, which are not included in the Spring term application pool, will be filled by following a similar application and selection process as outlined in this statement.
- 3.3 From time to time emergency appointments will be necessary. In such cases, the Department shall reopen the original application pool; re-announce the limited time position and proceed with the regular search as outlined in this statement; or reorganize an appointment plan contingent upon the needs and funds available as determined by the Executive Director of JSMA, in consultation with the designated supervisor(s).
- 3.4 As described in Article 9 of the Collective Bargaining Agreement, each potential GE shall be given a copy of the appointment or reappointment criteria at the time of application.
- 3.5 Eligible students for a GE appointment in JSMA are:
- 3.51 Graduate students pursuing a Master's or Doctoral degree in a University of Oregon graduate program.
- 3.6 Preference will be given to second year graduate students in the AAD Masters degree program with demonstrated abilities and experiences in providing arts programming for adults or children in a medical, clinical or similar setting or closely related field. Project development, management and implementation with excellent communication skills. Ability to navigate grant databases and identify funding opportunities for Arts and Healthcare programs.
- 3.7 The University Graduate School requires that a GE be enrolled for a minimum of nine (9) graduate credit hours towards the degree per term of appointment.
- 3.31 In addition, JSMA requires that a GE maintain their studies in residency at the U of O during each term of appointment.
- 3.8 Applicants will be required to submit a cover letter, resume or curriculum vitae, and one letter of reference and contact information for three professional or academic references.
- 3.9 Completed applications shall be returned to JSMA by a specified deadline, which is normally two weeks after the date of the position announcement.

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

- 4.1 Recommendations for appointment and reappointment shall be made to the Executive Director of JSMA by the designated supervisor(s).
- 4.11 The standing committee of the department will be made up of at least two members.

- 4.2 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:
- 4.21 General criteria regarding appointments for the particular types of work assignments available and specific qualifications based on requirements, preferences and duties cited in the job announcement.
  - 4.22 Previous employment or other experience relevant to the GE position available.
  - 4.23 Interest, desire and prediction of performance.
- 4.3 In addition to the general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description and as determined by the supervisor(s) and/or the designated Committee.
- 4.4 Candidates will be ranked ordered based upon these criteria. (Note: Please refer to Section 3.0 of this statement for the eligibility/priority criteria.)

- 4.5 After assessing the qualifications of the candidates, the selection committee for the GE position to be filled, consisting of two JSMA staff including the supervisor of the position, will interview those most qualified for the specific GE position. Those interviewed will be ranked by the selection committee.
- 4.6 Consideration will be given for:
- 4.61 A positive working arrangement between a GE and the supervisor(s) with whom the GE works.
- 4.62 Recommendations from academic or work supervisors.
- 4.63 Interview, personal, or application statements.
- 4.7 While appointment or reappointment criteria may include the recommendation of the person who will act as the GEs supervisor, the selection committee will give substantial consideration to the other appointment or reappointment criteria.
- 4.8 The supervisor(s), in consultation with other members of the selection committee will jointly agree on the selection. The final recommendation will be made by the supervisor(s) to the Executive Director of JSMA.
- 4.9 If no qualified students apply or are available for a particular position, the Executive Director of JSMA in consultation with the supervisor(s) may decide to reopen the application process for the position.
- 4.91 Generally, the same process will be repeated. However, the Department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see 3.3)
- 4.10 Hiring units and GEs shall both endeavor to complete and sign letters of appointment and other necessary hiring paperwork in a timely manner.. (Article 17, Section 1)

## **5.0 WORKLOAD & WORK ASSIGNMENTS**

- 5.1 GEs are appointed in JSMA at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20, 22)
- 5.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
- 5.12 .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.

- 5.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
- 5.14 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.
- 5.2 For the purpose of setting the workload (and thus FTE) for a particular GE position, JSMA shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.
- 5.21 Workload includes performance of all duties of the work assignment.
- 5.22 The distribution of workload among work assignment 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.
- 5.23 Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE will be required to fulfill that specific time commitment.
- 5.24 It is expected that the supervisor and the GE will meet to discuss expectations for workload and the priority of duties at the start of each term.
- 5.3 GEs will be evaluated at the conclusion of their first term of employment, and again at the end of three terms of employment, and continuing every third term until completion of the position.
- 5.4 JSMA has the following types of GE work assignments:
- 5.41 Arts & Health Care Program Assistant  
 Develop research associated with Arts and Healthcare initiatives  
 Act as representative of the museums Arts and Healthcare program  
 Develop surveys to summarize key data relevant to program
- 5.42 Additional GE positions for specific projects or programs
- 5.5 GE training provisions in Article 31, Section 4
- 5.51 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.
- 5.52 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.

5.53 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 & SAFETY**

### 6.1 Accident Reporting and Workers' Compensation



- 6.11 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.
- 6.12 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.
- 6.13 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>.
- 6.14 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).
- 6.15 In addition to medical expenses related to the injury/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.
- 6.16 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.

- 6.17 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.
- 6.2 Health and Safety Requirements. The University acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.
- 6.21 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>.
- 6.22 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: Justin Stuck (541-346-6405), Building Manager.  
Other resources on campus to report such information include Safety and Risk Services, 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).
- 6.23 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: First aid supplies are available on each floor, with two in the basement, two on the mail level and one on the gallery level. Material data safety sheets are kept in the office of the Building Manager. Emergency procedures and evacuation routes are distributed throughout the building including the security office.

## **7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE**

- 7.1 Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment. (See section 6.0.)
- 7.11 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. 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.

- 7.12 JSMA is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not JSMA is also the GEs graduate degree program.
  - 7.13 During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GEs graduate degree program if the GEs 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.
- 7.2 Satisfactory progress shall be assessed by criteria established by that GEs graduate degree program.

## **8.0 DISCRIMINATION GRIEVANCE PROCEDURES**

8.1 To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GEs role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.”

### **1.0 Work Environment**

#### **9.0 WORK ENVIRONMENT**

- 9.1 The work environment and materials provided to JSMA’s GEs include the following:
  - 9.11 Workspace. The University is required to provide each GE with access to facilities and services conducive to carrying out their assignment in a professional atmosphere. Each GE will have an assigned workspace within the JSMA office. Each workspace will have properly and securely installed partitions and shelving, as well as safe and appropriate furnishings. GEs shall have reasonably secure storage space for books and supplies. GES shall have access to desk copies of all required texts relevant to their assignments.
  - 9.12 Access to Telephones and Computers. All GEs shall have direct access to working telephones for reasons of safety and security, accessible in each general office area where GEs work, and to computers to facilitate contact with students and faculty.

- 9.13 Access to Office Supplies, Photocopies, and Printouts. JSMA GEs shall have access to a copy machine, a fax machine, scanners, and other related general office supplies to accomplish tasks associated with their assignment as directed by their supervisors.

## 10.0 ABSENCES

- 10.1 Notification: If you are unable to attend work at the scheduled time, you must notify Lisa Abia-Smith as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel a class with permission from Lisa Abia-Smith. 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 Lisa Abia-Smith by both phone and email.
- 10.11 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 Lisa Abia-Smith using this protocol.
- 10.12 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 GEs absence.
- 10.13 Substitution with more than 24 hours notice  
Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.
- 10.14 Substitution with less than 24 hours notice  
Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will receive hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate
- 10.2 Make up work: Generally, for duties missed not related to a class meeting, please check in with Lisa Abia-Smith to determine when and how the missed work will be made up.
- 10.3 Planned absences: If you are planning an approved absence during any working days of the term, be sure to notify Lisa Abia-Smith how to reach you (if possible).
- 10.4 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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.



