

GLOBAL STUDIES (INTERNATIONAL STUDIES) MA PROGRAM
GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
GRADUATE EMPLOYEES (GEs)
2020-2022

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Melissa Bowers, Business Manager and Kathie Carpenter, Department Head, will oversee the implementation of this GDRS.

Date of Revision JUNE 2020

1.0 GENERAL INFORMATION

The purpose of the General Duties and Responsibilities Statement (GDRS) is to clarify information concerning Graduate Employment (GE) offered by this GE hiring unit ([Global Studies](#)). The relationship between GEs and the [University of Oregon](#) (University) as a whole is governed by the [Collective Bargaining Agreement](#) (CBA) between the University and the [Graduate Teaching Fellows Federation](#) (GTFF). This GDRS details the specific relationship between GEs and Global Studies.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments are programmatically determined by unit faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on Global Studies and the University.

In Global Studies it is a priority to staff regularly required courses (including the following courses, enrollment permitting) and to provide assistance to faculty where needed:

- GLBL 101 Introduction to International Issues
- GLBL 199 Globalization & Global Economy
- GLBL 240 Perspectives on International Development
- GLBL 250 Values in Cross-Cultural Perspective
- GLBL 260 Culture, Capitalism and Globalization
- GLBL 280 Global Environmental Issues
- GLBL 340 Global Health and Development
- GLBL 360 International Cooperation and Conflict
- GLBL 370 International Human Rights
- GLBL 422 Aid to Developing Countries
- GLBL 431 Cross-Cultural Communication
- Undergraduate Advisors

Global Studies makes an effort to distribute GE opportunities to as many students as possible, including the reservation of GE appointments for incoming students. Global Studies encourages financial opportunities through such other means as scholarships, work study, and grants.

2.1 ACADEMIC YEAR (Fall/Winter/Spring) APPOINTMENTS

Whenever feasible, GE appointments for the upcoming academic year will be made in the spring to summer of the prior year. A number of GE positions may be reserved for incoming students.

In recent years, GE assignments during the academic year in Global Studies have included: discussion section leaders, teaching assistants, graders, and administrative GEs.

2.2 SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term are typically determined in December preceding summer term. In recent years GE assignments during the summer have been as Instructors of Record.

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in Global Studies are all students enrolled in the Global Studies master's program.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in Global Studies. In all cases, preference is given to eligible and qualified Global Studies graduate students.

3.1 Experience or credentials required

- Appointments and reappointments shall be based on an evaluation of qualifications described in the applicant letter of interest and vita;
- the quality of completed course work;
- any prior GE evaluations; and
- evaluation by the applicant academic advisor.

If necessary, the references will be consulted. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.

If no qualified students apply or are available for a particular position, the faculty appointment committee may decide to reopen the application process for the position. 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

3.2 Satisfactory Progress toward Global Studies MA Degree

Satisfactory progress toward graduate degree is required of GE appointment and reappointment. For a GE in Global Studies who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by the GE's home unit.

Criteria used in assessing satisfactory progress toward a graduate degree in Global Studies follows:

- Coursework: Student shall complete 9 degree satisfying credit-hours per term.
- Grades: Student shall maintain a 3.0 GPA for each term of appointment.
- Incompletes: Student shall not accumulate more than 4 credit hours of incompletes for non-individualized study courses.
- Given the highly individualized nature of the Global Studies master's program, progress toward degree will be determined on a case-by-case basis using the currently filed MA Planner as agreed upon by the graduate student and advisor; and following the general guidelines defined by the department and Graduate School.
- Students shall regularly consult with their academic advisor to: a) ensure satisfactory progress toward degree and b) to update their MA Planner.

The MA Planner is kept on file by the student, the advisor, and the Global Studies Graduate Coordinator. In exceptional circumstances of ambiguity with regard to satisfactory progress, the Head of Global Studies or the Global Studies Director of Graduate Studies can consult with the student and faculty advisor (if available) to review the MA Planner, determine satisfactory progress, and develop a plan for completion of the degree.

3.3 Consideration

Commitments to support new and current Global Studies graduate students will be honored before non-Global Studies graduate students receive appointments. Some courses require previous experience with the course subject. Qualifications for these positions are determined by the course instructor.

GE appointments are determined by the Global Studies faculty during winter and spring term discussions relating to curriculum and the academic needs of Global Studies majors and graduate students for the next academic year.

The number of GE positions available varies each term and is subject to the budgetary constraints of Global Studies and the University.

3.4 Maximum number of Terms

Global Studies has established a maximum number of reappointments for which a Global Studies graduate student is eligible. The usual maximum number of terms of GE appointment for an individual Global Studies graduate student shall be six terms.

Any appointment beyond the number of terms awarded in the initial offer letter shall only be considered after all eligible students have been awarded their terms, except under circumstances to be agreed upon by the Department Head and the Director of Graduate Studies.

3.5 Graduate School Requirement

To maintain a GE appointment, the Graduate School requires that GEs be enrolled for 9 degree satisfying graduate credits during the term of appointment. The GE must also be making satisfactory progress toward degree in order to be eligible for a GE appointment (see [Section 9](#)).

In addition, Global Studies requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

Global Studies routinely posts available GE positions via the Graduate School's "[GE Openings](#)" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days:

4.1 Academic Year (fall/winter/spring) Appointments

Position announcements for the next academic year shall be made by the end of the prior spring term, and sent via email to incoming Global Studies graduate students and current Global Studies graduate students.

Completed applications shall be emailed by the deadline specified on the position announcement.

For positions requiring special expertise, 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 on the "[GE Openings](#)" page of the Graduate School website.

Petitions to apply out of cycle should be directed to the Unit Manager, Melissa Bowers.

4.2 Summer Term Appointments

Applicants for summer term GE appointments shall submit:

- a letter of interest to Head and Business Manager, indicating a class or classes for which they are qualified to teach, with information describing those qualifications;
- a current vita;
- application and the name, address, telephone number, and e-mail address, if available, of two references.

Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made. The letter of offer shall state the terms of the appointment including the position description, duration, salary rate and amount of FTE.

The majority of summer course instruction is an Instructor of Record for summer term. The workload involved in 4-credit courses follows very closely that which is required for a regular 10-week course. Only experienced (as Instructor of Record) Global Studies as i graduate students are granted summer teaching. Summer assignments as Instructor of record (4-credit classes) will involve a total of 215 hours. This appointment will therefore be at a .49 FTE.

4.3 Off Cycle Appointments

GE position announcements identified outside of the normal appointment cycle will first be filled from a waitlist from the original applications. If the position isn't filled, the position description and application process will be emailed to the Global Studies graduate listserv.

From time to time, in this unit, emergency appointments may be necessary. In hiring emergencies, such as a serious illness of an already hired GE, announcements shall be posted on the "[GE Openings](#)" page of the Graduate School website

5.0 APPOINTMENT AND REAPPOINTMENT

Global Studies appointments and reappointments are made by the Business Manager and the Department Head in consultation with the Director of Graduate Studies, and faculty.

- a. GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- b. Reappointments are not automatic, nor are they guaranteed.

5.1 Qualifications

Appointments and reappointments will be based on evaluation of each applicant'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 Global Studies, and
- c. specific criteria relating to the particular GE work assignment.

5.2 Academic Credentials

For incoming students, this is evidenced by previous degrees and grades, test scores, etc.

For students currently enrolled in Global Studies, applicants will be ranked based on academic achievement. Making satisfactory progress toward degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

5.3 Recommendations from academic or work supervisors

Consideration will also be given for a positive working arrangement between a GE and the faculty 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.

5.4 Previous experience

For teaching GE positions, having previously taught or taken the course where the GE position is offered.

For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

All criteria specific to a particular GE work assignment are specified in position announcements. Section 4 above explains access to these position announcements.

Applicants will be rank-ordered based first, the eligibility criteria in [Section 3](#), and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If a qualified applicant is not available for a particular position, the selection committee or Department Head may decide to reopen the application process for the GE appointment. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment as described in [Section 4](#).

5.5 Performance Evaluations

Performance of GEs in Global Studies are evaluated at the end of each term, including summer term for summer GE appointments. Undergraduate advisers are evaluated by the Director of Undergraduate Studies. Teaching assistants are evaluated by the supervising faculty member.

GEs in Global Studies shall undergo a mid-term evaluation by their supervisor.

- a. For undergraduate advisers, the Global Studies Director of Undergraduate Studies shall write a mid-term review each academic term based on criteria outlined by the GLBL faculty. The GE shall sign and date the review to demonstrate it has been read.
- b. For teaching assistants, the faculty member teaching the course shall write a mid-term evaluation of the teaching assistant's work based on criteria outlined by the GLBL faculty. The GE shall sign and date the review to demonstrate it has been read.

- c. For research assistants, the faculty member supervising the research shall write a mid-term evaluation of the GE's work based on criteria outlined by the Global Studies faculty. The GE shall sign and date the review to demonstrate it has been read.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, substitution and training hours, and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, Global Studies considers what constitutes a workload sufficient to perform the work assignment satisfactorily. In Global Studies, GEs are most commonly appointed at .40 FTE (full time equivalent) with 175 hours per term total workloads.

7.0 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. This section sets forth expectations around duties for GE assignment types in this unit.

Up to 4 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance are built into your FTE. The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Department Head if you believe you will likely exceed the total hours allocated for substitute work.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

7.1 Discussion Section Leader - The weekly work for this .40 FTE GE position includes attending class, leading three 50-minute discussion sections per week, three hours a week of office hours, course preparation, and assisting with grading and administrative activities. The 175 hours of work per term includes 4 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

7.2 Teaching Assistant -The weekly work for this .40 FTE GE position includes attending class; assisting with research, class preparation, grading, and some administrative activities. It may also include small group activity and leading discussions. The 175 hours also includes 4 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

7.3 Research Assistant - Research assistant positions are associated with research projects conducted and supervised by individual faculty. These are typically .40 FTE positions. The

weekly work for this .40 FTE position will be spent conducting independent writing, editing, and research activities associated with research undertaken by a Global Studies Core Faculty Member or may include program development activities in the Department of Global Studies. The 175 hours also includes 4 4 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

7.4 Administrative GE - Undergraduate Adviser: The 215 hours of work for this .49 FTE position includes approximately 15 office hours each week to advise Global Studies majors on program requirements; this also includes facilitating the undergraduate application process, working on graduation clearances, and presenting Global Studies information to interested groups. Additional miscellaneous duties will be included in support of the undergraduate program. The 175 hours also includes 4 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

8.0 HEALTH AND SAFETY INFORMATION

8.1 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.

8.2 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>.

8.3 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:
Business Manager, Melissa Bowers, 541 346-2850 or bowersm@uoregon.edu.

Other resources on campus to report such information 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).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:

8.31 Emergency procedures are detailed on a University of Oregon publication hanging to the left of the copier in the Graduate Lounge (172 PLC).

8.32 First Aid kit is located in the kitchen area of the Graduate Lounge, in the bottom left-hand (unlocked) cabinet, as one faces the sink (SE corner of kitchen in 172 PLC).

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

A GE appointment is the method by which units can offer financial support to eligible students in a graduate degree program and should be beneficial to the student's development in that program. Graduate students 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. Global Studies is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also Global Studies. The GE's progress toward degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

9.1 Graduate School Minimum GE Requirement of 3.0 GPA

During week 1 of each term the Graduate School reviews registration and transcripts of each graduate students holding a GE appointment. The Graduate School will notify the GE and the GE's home department if the GE's GPA falls below 3.0 GPA or if the GE has not registered for the minimum 9 degree satisfying credits. 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.

9.2 Global Studies Criteria to Assess Satisfactory Progress toward Degree

- a. Coursework: Student shall complete 9 degree satisfying credit-hours per term.
- b. Grades: Student shall maintain a 3.0 GPA for each term of appointment.
- c. Incompletes: Student shall not accumulate more than 4 credit hours of incompletes for non-individualized study courses.
- d. Given the highly individualized nature of the Global Studies master's program, progress toward degree will be determined on a case-by-case basis following general guidelines defined by the Graduate School and as explained in section [3.3](#) above.
- e. Students shall regularly consult with their academic advisor to: a) ensure satisfactory progress toward degree and b) to update their MA Planner.

The MA Planner is kept on file by the student, the advisor, and the Global Studies Graduate Coordinator. In exceptional circumstances of ambiguity with regard to satisfactory progress, the Head of Global Studies or the Global Studies Director of Graduate Studies can consult with the student and faculty advisor (if available) to review the MA Planner, determine satisfactory progress, and develop a plan for completion of the degree.

10.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the [GTFF CBA](#). Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

11.0 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 Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

12.0 WORK ENVIRONMENT

This section provides information about GE facilities and services as described in Article 10 of the [GTFF CBA](#).

12.1 Workspace - Each Global Studies GE has assigned (shared) office space, and is assigned a key (issued by Public Safety) to the office. Furnishing are safe and appropriate. Partitions and shelving are properly and securely installed. Any problems with the office space should be immediately reported to the Business Manager, Melissa Bowers, bowersm@uoregon.edu.

12.2 Private Meeting Space - Each Global Studies GE has assigned (shared) office space, which can be used for private meetings, with cooperation of their office mates.

12.3 Access to Telephones and Computers - Each Global Studies GE has reasonable access to telephone and computer, with software appropriate to the work assignment. The workspace is available 24 hours a day, except when University Facility needs pre-empt use (for example: emergency evacuation, repairs, or other non-standard prohibitions to use of space).

12.4 Access to Office Supplies, Photocopies and Printouts - Global Studies GEs are provided access to a regular office supplies, copy machine, fax machine and scanner to complete duties assigned by their instructor of record. Special order office supplies should be requested directly by the instructor of record from the Accounting Technician with at least 10 days advance notice. GEs who are instructors of record will also be provided necessary supplies and equipment. Special requests for supplies must be approved by the department head prior to submitting the request to the Accounting Technician.

12.5 GE Assistance - In the Global Studies Department, GEs who work as instructors of record are not assigned to workloads that would require GE assistance.

13.0 ABSENCES AND SICK LEAVE

12.1 Notifications

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor 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 the class without permission from your supervisor. 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.

13.2 Coverage for Teaching GEs

If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform your supervisor so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

13.3 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.

13.4 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 Article 29 of the [GTFF CBA](#).

13.5 Sick Leave

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

- a. GEs accrue sick leave in "days".
- b. 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 must report your absence to the email address below. You will be charged a "day" of sick leave.
- c. In no instance shall a GE be required to pay for a substitute, and if no substitute is found, the department may elect to cancel a class.
- d. Whenever possible, you (or a designee if you cannot do so yourself), will provide the department with information about where you left off (e.g., in the previous class, in the case of a teaching GE).
- e. You accrue two days per term you work; you accrue an additional day during your first appointment in a school year.
- f. Sick leave is accrued at the start of each term.
- g. You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year.
- h. 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.
- i. Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.).
- j. To record and report your sick leave, please email Melissa Bowers (bowersm@uoregon.edu).
- k. For additional information, please refer to Article 29 in the [GTFF CBA](#).