Graduate Teaching Fellows Federation of the University of Oregon  
AFT Local 3544  
Final Offer  
in negotiations with the University of Oregon  

I. All tentative agreements to date:  
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   b. Appendix L - Insurance  
   c. Article 03 - Union Rights  
   d. Article 08 - Nondiscrimination and Anti-Harassment  
   e. Article 10 - Health Safety and Work Environment  
   f. Article 12 - Evaluations  
   g. Article 16 - Discipline and Discharge  
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*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
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GTFF 3544
Final Offer 2023

TENTATIVE AGREEMENTS TO DATE

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations
APPENDIX A

LETTER OF AGREEMENT

DATA DELIVERY & FERPA WAIVER

I. DATA DELIVERY

A. GE Data Lists and Delivery

The University will provide a GE Data (GED) list that incorporates all of the following elements:

- Name
- UO ID Number
- UO Email Address
- Mailing Address
- Telephone Number
- Office Number, if known to the Graduate School
- Class Level (Masters, Doctoral)
- Major
- First Term of Attendance
- First GE Position Start Date Term of Hire, which will be added to the GED list as soon as practicable following agreement.
- Hiring Department
• FTE
• GE Level (I, II, III)
• Term(s) of Appointment (fall, winter or spring during the academic year or summer only)
• Gross Monthly Salary
• US Citizenship Status
• Differences from previous GED list

GED lists will be delivered to the Union electronically every Monday between September 1 and October 18, and on the 1st and 15th in all other months during the academic year. Summer: GED lists will be delivered to the Union electronically on the 1st and 15th of the month, from June 15 through October 1.

B. GE Dues List and Delivery
The University will provide a Dues list to the GTFF monthly that incorporates all of the following elements:
• Name
• Membership Status (Non-member or Member)
• Amount of Union Dues Collected (Including the case of zero dues collected)
• UO ID Number
• Gross Monthly Salary

Dues Rates

B. Schedule of Data Delivery
The Dues/Fair Share lists will be provided to the GTFF monthly.
Academic year: GED lists will be delivered to the Union electronically every Monday between September 1 and October 18, and on the 1st and 15th in all other months during the academic year. Summer: GED lists will be delivered to the Union electronically on the 1st and 15th of the month, from June 15 through October 1.

C. The GTFF will provide to the University lists of GEIs who are enrolled in the Health Insurance program on a schedule that is to be determined by mutual agreement between the GTFF Benefits’ Administrator and the University's Graduate School.

D. Modifications to the format of the GED list can be made with the agreement of the GTFF Benefits’ Administrator and the Graduate School.

II. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT WAIVER
The following text will be included on all GE notices of appointment:

Acceptance and Consent
If you accept the position through electronic signature, you will be (1) accepting this GE assignment under the conditions stated herein, and (2) providing the University with consent to disclose information about you to the Graduate Teaching Fellows Federation (GTFF) for the purpose of administering their internal business practices. The information disclosed will include: name, UO email, mailing address, telephone number, class level (Masters, Doctoral) and academic major, first term of attendance and GE position start date hiring at the University of Oregon, and teaching assignment, which means hire department, FTE, term(s) of appointment (F, W, S), and level (GE I, II, or III).
Release of Additional Information to the GTFF

By signing electronically, I authorize the University of Oregon to release the following additional information to the GTFF and, when necessary to administer insurance, the GTFF Health and Welfare Trust: my UO ID Number, monthly pay, bargaining unit status (i.e., non-member or member), US citizenship status, funds collected in relation to bargaining unit status and my rank in the applicant pool for this appointment. The GTFF needs this information to verify access to health insurance benefits and for matters related to payroll deduction and other union business practices. My authorization to release this information to the GTFF will remain in effect for the duration of this contract.
APPENDIX L

EXPLORING INNOVATIONS TO HEALTHCARE

The university has no intention of proactively seeking changes to the health insurance program during the Parties' 2023 collective bargaining. The Parties agree to form a joint workgroup to explore innovations to healthcare in two phases as described below. The workgroup membership may be different for each phase.

- Phase 1: Starting in September August July 2023 the workgroup will work to address the issues associated with the auto-enrollment of international GEIs into the University’s International Student insurance plan (SHBP). The parties acknowledge the express goal of reaching an agreed upon recommendation that can be in place prior to the start of Fall 2024 term.

- Phase 2: The workgroup will explore innovations to healthcare which could include moving the GTFF Insurance plan to self-funding and/or introduction of choice, and enrollment solutions to better address the needs of International GEIs with the goal of developing a mutually agreeable proposal by June 15, 2026. The parties will send representatives to interest-based bargaining training...
and the discussions around self-funding will occur following the principles of
interest-based bargaining.
GTFF PROPOSAL (9/14/2023)
UNIVERSITY OF OREGON PROPOSAL (8/31/2023)
GTFF PROPOSAL (08/24/2023)
UNIVERSITY OF OREGON PROPOSAL (7/20/2023)
GTFF PROPOSAL (06/16/23)
UNIVERSITY OF OREGON PROPOSAL (05/05/2023)
GTFF PROPOSAL (03/17/2023)

Document Key
UO new | UO deletion | Mutually Accepted | Status Quo | GTFF new | GTFF deletion

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4 Section 1. The Union shall have the right to communicate at all times with its members and the members of the bargaining unit and to schedule meetings among said members without interference from University or departmental administrators, provided such actions do not interfere with the normal teaching, research, or administrative duties of Graduate Employees (GEs).
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10 Section 2. The University agrees to include in all appointment letters a requirement that the GE consent to disclosure of certain information to the Union as a condition of employment. The GE appointment letter will also include consent to release certain information to the Union that is not a condition of employment. A model of the specific language of the consent and release that the University agrees to incorporate in GE appointment letters is set forth in APPENDIX A.
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*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations
same department in a given term and the GEs who utilize this release may change
term-to-term but not during the term.

The Union will notify the University and the GE's department of the particular GEs
who shall receive such release time. Such notice will be provided as far in advance as
possible to permit adequate coverage of assignments.

Section 4. The GTFF will be permitted to make a presentation at the "Teaching
Effectiveness Workshop for GEs" on behalf of the Union for the purpose of
identifying the organization's representation status, organization benefits, facilities,
related information, and distributing and collecting membership information. This
time is not to be used for discussion of labor/management disputes. The Graduate
School will provide the GTFF reasonable notice of the place, time, and agenda of this
workshop.

Section 5. The GTFF will be permitted to make a presentation at the Department
Heads’ Retreat put on by the Provost’s Office and at the New Faculty Orientation put
on by Academic Affairs each fall. This presentation shall be for the purpose of
introducing attendees to GTFF representatives, making the Union available to answer
any questions attendees may have, and explaining the role the GTFF plays in
representing GEs. This time is not to be used for discussion of labor/management
disputes. The Graduate School will provide the GTFF with reasonable notice of the
place and time of these meetings.

Section 6. The GTFF shall be allowed 50 minutes at a campus orientation for GEs,
administered by the Graduate School. This presentation shall be for the purpose of
introducing attendees to GTFF representatives, making the Union available to answer
any questions attendees may have, and explaining the role the GTFF plays in
ARTICLE 8

NONDISCRIMINATION & ANTI-HARASSMENT

Section 1. The University affirms its dedication to the principles of equal opportunity and freedom from unlawful discrimination; the University will not discriminate nor tolerate discrimination or harassment as defined by University policy and federal and state laws. As such, the University will not discriminate nor tolerate discrimination against any person because of their real or perceived “protected characteristic” including on the basis of race, color, creed, ethnicity, ancestry, religion, caste, gender, gender identity, gender expression, sex, age, personal appearance, national origin, immigration status, citizenship, marital status, sexual orientation, physical or mental disability, (including HIV antibody status, learning disability, intellectual disability, past/present history of mental disorders, chronic illness, immune compromising conditions, medical conditions, previous impairments), genetic information (including

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family medical history), domestic partnership status, familial status including parental
status, pregnancy (including pregnancy-related conditions), veteran status, services in
the uniformed services, prior conviction of crime, expunged juvenile record,
membership or non-membership in, or activity on behalf of or in opposition to, the
Union, or any other extraneous considerations, not directly and substantially related to
effective performance and/or the use of leave protected by state or federal law. [Start
formatting change] Unlawful discrimination includes unlawful sexual harassment,
fail to provide reasonable accommodation, consistent with state and federal law, to
persons with disabilities, and respecting the GEs decision to choose to discuss their
own sexual orientation, gender identity, or gender expression openly, or to keep that
information private. [End formatting change]

The University shall consult with the Union prior to changes in University policies
regarding discrimination and harassment to the extent it impacts GE working
conditions.

Section 2. The University and the Union agree to abide by federal and state laws and
regulations for affirmative action in all terms and conditions of employment.

Section 3. Pursuant to ARTICLE 16. Section 3, GEs may only be disciplined for just
cause and may not be disciplined for discriminatory reasons.

Section 4. In response to known discrimination or discriminatory harassment, the
University shall take appropriate steps in response to any of the forms of
discrimination described in this Article in accordance with federal and state law,
University policy, and other provisions of this Collective Bargaining Agreement.
[moved from sec. 1 line 26] GEs may report prohibited discrimination to the
University at https://www.uoregon.edu/reportaconcern. [end change]
Section 5. The University shall respect and honoring the GEs decision to choose to
discuss their own sexual orientation, gender identity, or gender expression openly, or
to keep that information private. Upon request from the GE, the University will work
to update aspects of a GE’s current employment documentation to reflect a change in
name or gender in university information systems (e.g, including but not limited to
university email, Canvas, DuckWweb,) and office name placards. University and
department-level records should accurately reflect GE pronouns and honorifics. If an
error is found in this regard, it will be promptly corrected when brought to the
attention of the department. The University will maintain a website with a description
of the administrative processes and options for name changes on the Dean of Students
website.

Section 6. Direct supervisors of graduate employees shall make reasonable efforts to
respect correct GE-reported information related to name change, gender identity,
pronouns, and honorifics. Persistent, ongoing refusal or failure by supervising
university employees to respect accurately adhere to a GE’s reported eheen-gendered
language is prohibited under Section 1 of this article. constitutes gender-based
discrimination.
GTFF PROPOSAL (09/14/2023)
UNIVERSITY OF OREGON PROPOSAL (8/31/2023)
GTFF PROPOSAL (08/24/2023)
UNIVERSITY OF OREGON PROPOSAL (08/03/2023)
GTFF PROPOSAL (06/16/2023)
UNIVERSITY OF OREGON PROPOSAL (05/19/2023)
PREVIOUS GTFF PROPOSAL (03/17/2023)

Document Key
UO new | UO-deletion | Mutually Accepted | Status Quo | GTFF new | GTFF-deletion

ARTICLE 10
HEALTH, SAFETY, AND WORK ENVIRONMENT

Section 1. Standard working hours for the purpose of this article are defined as Monday through Friday, 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

Section 1.2. Facilities and Services
The University shall provide each GE with access to facilities on campus and services conducive to carrying out their assignment (i.e., teaching, research, or administration) in a professional atmosphere, including reasonable office or desk space; reasonably secure storage space for books, papers, and supplies; and reasonable access to a computer and wireless internet. In the case where the use of internet is required by a GE to carry out their assignment and wireless internet is not available in the location the GE is required to work on a UO campus by their hiring unit, the university will provide the active ports and connectors necessary for an ethernet connection. Upon notification and request by a GE, a department will provide reasonable access to a telephone, except for jobs that include work tasks requiring use...
of a phone. For GE with tasks requiring a phone (e.g. conducting phone interviews, calling conference participants, etc.), phones will be automatically provided, unless there is mutual agreement between the GE and the employing unit not to. GEs whose assignments involve use of specific software shall be provided with access to the software free of charge. If a certificate is required by a hiring unit by a department for a GE to complete their work, the GE will be reimbursed upon request for the cost incurred while in that position. Any software or certifications required to complete work duties shall be provided to GEs free of charge. Each GE shall also have reasonable access to private facilities for conferring with students and faculty and for other job related purposes. GEs shall be provided desk copies of, or electronic access to, all texts required for their assignment. GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, clean work environment. This responsibility may not conflict with or exceed GE work assignment/workload (see ARTICLE 40 9).

Departments shall develop policies and procedures regarding condition of workspace and access to private meeting space, telephones, computers, internet access, office supplies, photocopies, printouts and all other materials required for the GE’s work assignments. These policies and procedures shall be documented and made available to GEs by incorporating them into departmental GE manuals or graduate student handbooks, by posting the information online, or by creating a document specifically for that purpose. Listed below are practices and standards designed to ensure a safe and appropriate working environment and to serve as reference for specific departmental policies and practices. Departmental policies and procedures shall address at least the categories listed below: [moved to start of document]-Standard working hours for the purpose of this article are defined as Monday through Friday, 8 a.m.–12 p.m. and 1 p.m.–5 p.m.
a) Workspace

i. Working locks on doors and latches on windows

ii. Properly and securely installed partitions and shelving

iii. Safe and appropriate furnishings

iv. Provided with the same custodial services on the same schedule as other similar spaces in the department or building/facility

v. A desk space in a room able to be locked with no more than 2 GEs assigned to share that desk

vi. Access to all-gender bathrooms gender inclusive restroom comparable to other employee groups; on each floor of the workplace. The University shall publicize the location of every all-gender bathroom on campus on their website. Menstrual products shall be provided without charge in the workplace bathrooms. The University shall also provide bathrooms equipped with bidets on campus and publicize the location of these facilities on their website.

vii. Indoor workspace(s) kept at a reasonable temperature and air quality/pollution level in compliance with OR-OSHA. Title 42 of the Americans with Disabilities Act (ADA). Access to an air purifier (e.g., HEPA filter) upon request adequate for the square footage of the GEs’ indoor workspace(s).

b) Private Meeting Space

i. Access to space for private meetings for GEs with teaching assignments either as instructor of record or as lab/discussion leader.

c) Access to Computers
i. Easy and reasonable access, at least during standard working hours, to computers equipped with software typically provided other departmental staff and as it relates to GE assignments. Departments may send out requests to determine if computers will be utilized by GEs for work duties, and if by mutual agreement they are not being utilized, they may be removed. ii. Easy and reasonable access to wireless internet necessary to carry out work assignments.

iii. Easy and reasonable access to a University-managed web server to host a personal academic website. Continued access to a hosted personal academic website shall continue for up to five years after end of a GEs’ eligible period of employment.

iv. Easy and reasonable access to a University-managed email address separate from student status.

v. Easy access to necessary web services hosted by the University in line with other faculty and staff.

vi. The option to forward from a University email address to a personal email address for up to five years after the end of a GEs’ eligible period of employment. Graduating students are eligible for a lifetime email forward from their UO email address.

d) Access to Telephone Numbers (for all GEs with duties requiring phone use s or upon GE request)

i. Easy and reasonable access to a telephone numbers necessary to carry out work assignments.

ii. Access to voicemail or other messaging service.

e) Access to Office Supplies, Photocopies, and Printouts
i. GEs working under the direction of an instructor of record (as teaching assistants, lab leaders, or discussion section leaders), administrative GEs, and research GEs shall have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. These shall be available at no personal cost to the GEs and does not preclude limitations placed upon the supervisors or instructors of record.

ii. GEs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours.

f) GE Assistance

i. When known, departments shall inform, in writing, with GEs who work as instructors of record shall specify how GE assistance from other GEs for those the instructor of record GEs shall be apportioned. This information shall be included with the GEs’ notice of appointment. This information shall be shared with GEs at least two weeks prior to the start of a term and is subject to change.

g) Kitchen Facilities

i. Access to the same or similar facilities as other faculty and staff in the department.

ii. When no kitchen facilities exist, GEs and/or the Union have a right to request kitchen facilities.

h) Disability Access

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i. Easy access to ASL interpreters, live captioning, screen readers, and other electronic services necessary for accessibility in compliance with Title 42, Section 12112.5 (A) of the ADA. ii. Each request for accommodation must be assessed on a case-by-case basis and may include modifications such as ergonomic furniture, assistive software, reserved parking, air quality standards, masking, and work location.

ii. GE requests for accommodation shall receive a non-automated response no later than two weeks after the initial request is sent. Requesting an accommodation is a protected activity. GEs who participate in the interactive process shall not be subject to retaliation, including when initial requests for accommodations are made. Accommodation requests that are denied may be grieved under ARTICLE 13.

Section 23. Health and Safety

The University acknowledges an obligation to provide a safe, clean and healthy environment for its employees on the University of Oregon campus and in University owned or controlled facilities, and agrees to do so in accordance with any and all applicable local, State, and Federal laws pertaining to occupational safety and health. GEs may refuse to work in unsafe spaces, whether or not the space is owned or controlled by the University.

a) Training: The University shall see that GEs are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process, personal protective equipment, or practice that they are authorized to use or apply during the course and scope of their employment. GEs will attend all
required training on workplace health and safety provided by the University and this training will be provided at the employee’s regular rate of pay.

b) Equipment: It is the responsibility of the University to provide, at no cost to the GE, all necessary personal protective equipment (PPE) and training in the proper use of any issued PPE.

c) The University shall provide for and maintain in safe working condition all tools and equipment required for the execution of GE duties.

d) GEs who have concerns about course attendance policies that may lead to unsafe working conditions will have until one week after the start of classes to submit a petition to modify the attendance policy for that term to the relevant department head or supervisor.

d) If, after reporting to the supervisor that a specific task or assignment may jeopardize personal health or safety, correction is not made, that employee may refuse to perform such activity without penalty until the appropriate health or safety officer has reviewed the situation and made a finding. The University shall notify the GTFF of each determination that is made.

e) When OR-OSHA provides notice that it plans to inspect University facilities where GEs work, the Union shall be notified as soon as possible if possible. A Union official, upon request, shall be allowed to accompany the inspector if possible.

f) The Union shall be afforded representation on the University Safety Advisory Committee.

g) Once the time and location of assignments have been established, a GE who has security concerns about these aspects of their assignment will have until one week prior to the start of classes to submit a petition to the hiring unit stating their reason for requesting a reassignment. To minimize the frequency of petitions, all GEs with work assignments that are outside of standard working
hours during the term will be given a parking voucher for any A- or Bzone lots free of charge to allow for safer commutes to and from their worksite.

The hiring unit will prescribe a remedy and/or make an effort to reassign the GE. If the hiring unit is unable to reassign the GE or prescribe a remedy acceptable to the GE, they may either accept the original assignment or resign their appointment for the term.

A GE who has resigned their appointment following the process outlined here shall be put on a departmental priority reappointment list until the end of the academic year or until another appointment of equal duration is made, whichever comes first. GEs on the priority reappointment list shall receive first consideration by the department for other suitable appointments before employing new GEs.

A GE on the priority list who declines a subsequent appointment offer that is substantially similar to the position which they resigned and for which they are qualified shall be taken off the priority reappointment list for that term. However, if the GE does not accept the subsequent appointment offer based on the security concern identified in the above-mentioned petition process, they may remain on the priority list by stating in writing that the same security concern still applies.

h) GEs who are nursing shall be afforded appropriate access to secure, private, and sanitary lactation space, other than a public restroom or toilet stall. This space shall allow the GE who is nursing to be fully shielded from view and reasonably secured from intrusion by coworkers and the public. The university will make reasonable efforts to ensure that such spaces are in close proximity to
a GE’s primary work space. If private, clean, and secure, lactation spaces may include the GE’s work area or a child-care facility. The university shall provide lactation spaces on the Eugene campus. If there is not a space dedicated to the nursing parent’s use in the building in which their GE office is assigned, one must be available when needed. A space temporarily created or converted into a space or made available when needed by the nursing parent is sufficient for this purpose. A reasonable amount of break time shall be provided for GEs to pump lactate, along with adequate space to store a pump and an insulated food container. GEs employed at a facility other than the Eugene campus may request a lactation space. The University shall publicize on its website designated established lactation stations, including access instructions, and support GEs in identifying other lactation room options closer to workspace when needed and what amenities (e.g. refrigerator or sink) can be provided are available at each station.

i) GEs 1) who were employed as a GE during the spring term and who accept a GE appointment for the following fall term and 2) are not enrolled in any summer courses or otherwise cause a tuition cost may sign up for membership at the UO Recreation Center at no cost to the GE. The GE will either not be charged for this membership or shall be reimbursed. GEs who take advantage of this program must not enroll in classes at the University during the summer term. If a GE does enroll in summer courses or causes a tuition cost after taking advantage of this program, they will be charged the full amount of the membership fee.

A GE who has resigned their appointment following the process outlined here shall be put on a departmental priority reappointment list until the end of the academic year or until another appointment of equal duration is made, whichever comes first. GEs on
the priority reappointment list shall receive first consideration by the department for other suitable appointments before employing new GEIs.

A GE on the priority list who declines a subsequent appointment offer that is substantially similar to the position which they resigned and for which they are qualified shall be taken off the priority reappointment list for that term. However, if the GE does not accept the subsequent appointment offer based on the security concern identified in the above-mentioned petition process, they may remain on the priority list by stating in writing that the same security concern still applies.

Section 3.4. The Union may provide to the University a list in priority order of those facilities and services it believes do not meet the requirements of Section 1 and Section 2 of this Article. Within forty-five (45) days of presentation of the list, the University shall advise the Union of its evaluation of the list and the University’s plan to remedy those items which it believes to be deficient.

Section 4.5. Suppression of electronic publication by the University of information about a GE shall be by active permission of the GE.

Section 5.6. In the event office or work space is temporarily made unavailable for use by the University, the department shall arrange alternate workspace, similar in features to the unavailable space, for immediate use or make an appropriate adjustment to work duties.

Section 6.7. Professional Ethics

For the purposes of this section, professional code of ethics refers to guidelines for conduct published by recognized professional associations. Graduate Employees shall
not be barred from consulting with their professional association or outside legal counsel should an ethical concern arise at their workplace. GEs who believe they are being asked to perform a work duty in violation of a recognized professional code of conduct may call for a meeting with their department/unit head (or department/unit head’s supervisor if the department/unit head is the party asking for the work to be performed) to discuss the matter. The GE shall have the right to have their Union representative present at such meeting.

Section 7 8. As Standard personnel documents and forms related to GEs are revised, the forms documents shall be updated to be will use gender inclusive language, and reflect their most recent name in use and pronouns. Documents and forms used most commonly will be updated immediately; these documents forms include: appointment letters, job descriptions, department handbooks, Graduate Assistance Fund forms, Jesse M Bell Grant form, GDRSs, and all documents forms listed here [link]. This provision will not apply where mandatory State or Federal forms are not available with gender-inclusive terminology. Documents related to an individual GE will reflect their preferred name as listed in DuckWeb where possible.

Section 8 9. The University shall provide an employment disability accommodations process for all GEs in accordance with the Americans with Disabilities Act.

a) GEs shall give notice of their need for accommodation by submitting a request form at [link]. Give notice of their need for accommodation to the University in writing to the following email address: workplaceADA@uoregon.edu. Upon receiving this notice, the University shall acknowledge receipt within ten (10) days and initiate the non-automated interactive process in a timely manner within...
fourteen (14) days. A list of the types of workplace accommodations that may be reasonable shall be included on the University’s HR website and a link to that list will be provided to employees when first seeking accommodations.

b) Unreasonable denials of employment disability accommodations, including when denials are based on the anticipated costs of the requested accommodations, shall be resolved through the GTFF grievance procedure at the discretion of the GE to optionally begin at Step 3.

c) The University shall, when feasible and agreeable to the GE, take steps to reduce duplication in the accommodation processes covering a GE’s student and employment accommodation needs. Both employment and student disability accommodation offices shall inform GE’s of the availability of both kinds of accommodations and will, upon request of the GE, work collaboratively with the other office to integrate the accommodation implementation process.

d) In the event that a GE believes the accommodation provided is not effective, they may contact the ADA Coordinator to re-engage the interactive process. submit information to the ADA Coordinator from their healthcare provider explaining why the accommodation is not effective and what the provider would recommend and why it would be more effective.

e) At the beginning of the accommodation process, the ADA coordinator shall ask question(s) regarding potential accommodation needs over multiple terms and the timeframe in which the accommodation is needed. In addition, in the event a GE anticipates needing an accommodation over multiple terms or if they believe the need is urgent, they are encouraged to inform the ADA coordinator.
of that at the outset of their engagement in the accommodation process. Reasonable steps will be taken to memorialize that need to help ensure that there is no break in accommodations across appointments.

f) The Americans with Disabilities Act (ADA) and the reasonable accommodation process will be covered as part of the GE orientation provided by the Division of Graduate Studies.

g) All GEs shall receive information in initial offers of employment to access necessary and reasonable employment accommodations for a variety of disability needs covered by the ADA including but not limited to chronic health conditions, physical disabilities, mental health disabilities, learning disabilities, and/or any other conditions. The University shall attempt to put into place workplace accommodations before the beginning of employment if advance notice is provided.
ARTICLE 12
EVALUATIONS

Section 1. Departments and employing units may evaluate GEs as employees as often as the department deems advisable. The establishment of performance criteria is the responsibility of the department or employing unit, but consultation with GEs concerning such criteria is not precluded.

Section 2. GEs’ job performance shall be evaluated by established University and departmental procedures. A general description of evaluation processes and policies, including the circumstances in which prior notice of evaluative observations is required, shall be included in the hiring unit GDRS, kept on file in the employing unit or department office and shall be made available to GEs upon request. GEs shall be notified no later than two workdays prior to the first evaluative observation per term. When the unit’s policy does not require prior notice, the GE will be told either at the beginning of or immediately following the class that an observation or evaluation is to be or has been made. When a faculty member has the responsibility for evaluating a GE, the GE shall have the opportunity to submit to the department additional questions appropriate to the evaluation of the GE’s teaching performance. The
department shall administer these questions concurrent with the regular department
student evaluation.

Section 3. In those teaching situations where the University does not require student
evaluation, the department may on its own initiative, and shall at the request of the GE
no more than once per term, administer a student evaluation. The evaluation shall be
administered in a way that preserves student anonymity.

Section 4. In addition to any evaluations as permitted by Section 1 of this Article, the
person to whom a GE is assigned shall observe and provide a critique of the
classroom performance no more than once per term at the request of the GE.

Section 5. All evaluations of job performance shall be placed in the GE’s personnel
file, but only after having been discussed with the GE by the supervisor. GEs must
sign the evaluation stating that they have read the evaluation. A GE may attach a
rebuttal for inclusion in the file. Student evaluations are to be included in the GE’s
personnel file at the GE’s request.

Section 6. The results of student evaluations of GEs shall be made available to GEs in
the same manner as the results are made available to the faculty in the same
department. Supervisor evaluations, as well as other measures of teaching
effectiveness, shall provide the basis for a GE’s evaluation.

Section 7. Deficiencies noted in an evaluation of a GE shall include specific
recommendations for improvement and a reasonable time frame in which the GE is
expected to remedy such deficiencies to the satisfaction of the supervisor.
ARTICLE 16

DISCIPLINE AND DISCHARGE

Section 1. For purposes of this Agreement, discipline will include written warning or reprimand, reduction in duties, limitation of GE employment-based access to University owned or controlled property or discharge. The term “discharge” shall be limited to mean the termination of an appointment prior to the ending date of the appointment.

Section 2. Recognizing the value of such actions, both the University and the Union encourage the use of informal discussions between employee and supervisor in an effort to resolve employee performance problems. Such interactions shall not be considered disciplinary or used as a factor in future hiring decisions unless accompanied or followed by a written statement, which shall be included in the employee’s personnel file consistent with the terms of this agreement.
reprimands shall include a summary of the problem and the University’s expectations and guidelines for corrected behavior;

c) Comply with the provisions of ARTICLE 11 in placing any reference to the meeting in the employee’s personnel file.

Section 6. If the unsatisfactory performance is not corrected, or if it recurs within the term(s) of appointment, discharge or reduction of duties may be recommended by the supervisor in writing.

a) Before a discharge or reduction of duties may take effect, within five (5) working days of its recommendation, the department chairperson (or equivalent level of supervision in the unit) shall review the complaint and the recommended disciplinary action.

b) In the event that the supervisor is also a chairperson, the matter will be reviewed by the Dean of the College or designee.

c) The reviewer shall conduct a thorough and fair investigation to determine if established University or departmental policies have been violated.

d) Should the reviewer agree with the supervisor, the disciplinary action may take place.

e) The disciplinary action should be applied even-handedly, fairly and appropriately.

f) All documents generated in compliance with ARTICLE 16, Section 6-5-, should be placed in the employee’s personnel file in accordance with ARTICLE 11.

Section 7. If reduction in duties or discharge is imposed, the GE who disagrees with the sanction may seek redress through the grievance procedure provided in this Agreement. Action by the University under this article is not stayed by the filing of a grievance or by arbitration, except by mutual agreement. A grievance concerning
2) the GE transfers to a new department or graduate major, unless (a) the appointment was already in a unit outside of the GE’s home department and (b) the transfer has no negative impact on the operations, agreements, or budget of the employment unit.

If a GE is discharged on the basis of less than satisfactory progress toward the degree, the department/unit must inform the student of this in writing in accordance with the Graduate School satisfactory academic progress policy. If the department/unit in which the GE is enrolled as a student is the department/unit in which they are employed as a GE, this communication must also include notification that they are being discharged as a GE because of less than satisfactory academic progress. If the GE is employed in a different department/unit, the hiring unit must also inform the GE in writing that they are being discharged from their GE position due to less than satisfactory academic progress. This communication should be documented and placed in the student’s file in accordance with the provisions of ARTICL 11.

Graduate students may grieve departmental decisions related to satisfactory progress through the graduate student academic grievances procedure.

Section 10. Satisfactory academic progress is determined by Graduate School policy and individual hiring units’ GDRS documents. Each academic department shall outline criteria defining satisfactory progress in their GDRS, filed with the contract administrator. These criteria must be as specific as reasonably possible and must include objective measures (e.g., GPA, limits on the number of incompletes, and deadlines and/or timelines for passing qualifying exams or proposing one’s thesis).

a) Revisions of the criteria shall be filed with the contract administrator within fifteen (15) working days of their enactment and will be forwarded to the Union within thirty (30) days of their receipt by the contract administrator.

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
Section 13. No GE shall be terminated from their GE position due to travel bans. In cases where a GE is unable to enter the United States because of their immigration status or for reasons outside of their reasonable control (e.g., administrative processing), the University shall undertake every reasonable effort to arrange for the GE to perform their duties outside the U.S. If the University is not able to lawfully employ or continue to employ a GE, the University agrees to meet remotely with the graduate student GE and, at their request, a their Union support representative(s) or other support person, to discuss their situation and options for potential re-employment to their prior position or another position if their previous position is unavailable. The University agrees to make reasonable efforts to re-employ the GE as soon as possible after that person obtains work authorization or immigration status that lawfully permits them to work as a GE.
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**GTFF MEDIATION PROPOSAL (10/04/2023)**

**UNIVERSITY OF OREGON MEDIATION PROPOSAL (10/04/2023)**

**GTFF COUNTERPROPOSAL (9/14/2023)**

**UNIVERSITY OF OREGON COUNTERPROPOSAL (09/14/2023)**

**GTFF COUNTERPROPOSAL (08/31/2023)**

**UNIVERSITY OF OREGON PROPOSAL (08/03/2023)**

**GTFF PROPOSAL (07/06/2023)**

**UNIVERSITY OF OREGON PROPOSAL (06/16/2023)**

**GTFF PROPOSAL (04/21/2023)**

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**Document Key**

UO new | UO-deletion | Mutually Accepted | Status Quo | GTFF new | GTFF-deletion

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**ARTICLE 30**

THE GRADUATE STUDENT ASSISTANCE FUND

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**Section 1. Graduate Student Assistance Fund**

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a) The University will maintain On January 1, 2015 a “Graduate Student Assistance Fund” (the “Fund”) **will be established** for the purpose of **supporting the wellbeing of assisting** graduate students, including GEs, facing financial hardship relating to a Qualifying Event. Each year, on September 15th, the **The UO will place an amount equal to $50 $70** per admitted and enrolled UO master’s and doctoral student (the “Annual Amount”) into the Fund to be used for awards to eligible UO graduate students. **between January 1, 2015 and September 14, 2015 and annually thereafter, beginning on September 15, 2015.** On September 15, 2015 and each September 15th thereafter, UO will replenish the Fund with the Annual Amount and will carry-forward amounts remaining
in the Fund from the previous year up to one-third of the previous year’s Annual Amount (this process shall be referred to as the “Annual Accounting”). For purposes of determining the Annual Amount on any September 15th, the number of admitted and enrolled master’s and doctoral students will be the number that were enrolled as cited in the fall Fourth Week Data Report from the previous fall.

b) For purposes of this section, a Qualifying Event is defined as follows:

(1) the birth, adoption, or foster care placement of a child;

(2) pregnancy disability or prenatal care; or

(3) to care for a spouse (or equivalent under Oregon law), registered domestic partner, child, or parent who is experiencing a serious medical condition or the student’s own serious health condition; or

(4) the death of a spouse (or equivalent under Oregon law), registered domestic partner, child, parent;

(5) unavailability of summer GE positions for graduate students with F1 visas and one or more F2 dependents; International graduate students who had a GE appointment during the academic year as part of a multi-year funding offer commitment and do not have a GE appointment in the subsequent summer may apply to the fund for support for living expenses over the summer.

(6) [Moved up from Section 2] Graduate Employees may access the Graduate Student Assistance Fund for the purposes of childcare. This assistance may be used once per academic year per child aged thirteen (13) or younger and only for documented childcare during the first twelve (12) years of the child’s life or during the first twelve (12) years following an adoption. All other rules and policies related to the Fund apply. Accessing the Graduate Student Assistance Fund for childcare as
described in this Section shall not count toward the maximum cap on
accessing the fund.

(7) A loss of housing more than sixty (60) days prior to the end of a lease
agreement or similar housing instrument to which the GE is subject,
which requires the GE to vacate the premises within thirty (30) days. No
GE will be eligible for use of the Graduate Student Assistance Fund if
they This subsection does not apply if GES are removed from their
housing due to a violation of a lease agreement or similar housing
instrument, or if they voluntarily terminate a lease agreement or similar
housing instrument. unexpected removal from private or university
housing by a landlord or lessor unrelated to lease violation with less than
sixty thirty days’ notice.

c) The GTFF shall appoint two representatives to the Fund Committee.

d) Grievances under ARTICLE 13 related to the Graduate Student Assistance
Fund are limited to those disputes over the process used to review the
application and may be filed directly at Step 3. All other Fund disputes,
including substantive determinations, shall be resolved through the Fund’s
appeal procedures.

Section 2. The Graduate Student Assistance Fund (the “Fund”) was established for
the purpose of assisting graduate students, including GEs, facing financial hardship
related to a Qualifying Event. For the purposes of this Article, the need for childcare
will be read as a special Qualifying Event. Graduate Employees may access the
Graduate Student Assistance Fund for up to $700 $3000 per academic year for the
purposes of childcare. This assistance may be used only one time per child and only
for documented childcare during the first eighteen (18) months of the child’s life or
during the first eighteen (18) months following an adoption. This assistance may be used once per academic year per child and only for documented childcare during the first twelve (12) years of the child’s life or during the first twelve (12) years following an adoption. All other rules and policies related to the Fund apply. Accessing the Graduate Student Assistance Fund for childcare as described in this Section shall not count toward the maximum cap on accessing the fund.

Section 2.3. Once Up to twice per fiscal year, if the Fund’s total reserves fall below $25,000, the University shall make a one-time payment of $25,000 to the Fund.

Section 3. The University agrees to explore ways to improve outreach and care to support the wellbeing of graduate students by working with the Office of the Dean of Students and other offices offering relevant resources in order to:

a) Increase graduate students’ knowledge of and access to all available crisis resources, and

b) to improve the care and support given to students who apply for crisis resources.
GTFF PROPOSAL (08/24/2023)
UNIVERSITY OF OREGON PROPOSAL (07/20/2023)
GTFF PROPOSAL (06/16/2023)
UNIVERSITY OF OREGON PROPOSAL (05/19/2023)
PREVIOUS GTFF PROPOSAL (05/05/2023)

Document Key

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<th>Mutually Accepted</th>
<th>Status Quo</th>
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ARTICLE 31
GE TRAINING AND PROFESSIONAL DEVELOPMENT

Section 1. The university is responsible for identifying, creating, and providing opportunities for professional development and training to enhance and build the capacity, skills, excellence, and professionalism of GEs to enable them to contribute effectively and creatively to the University’s mission.

Section 2. The University shall establish a training advisory committee consisting of:

a) Two (2) GEs appointed by the GTFF,
b) A representative from the Graduate School,
c) A representative from Human Resources,
d) A representative of the Teaching Engagement Program (TEP), and
e) A member of the Graduate Council

This committee shall meet at least once every term. It shall define standards for GE training, by establishing learning goals, best practices, and training guidelines pertaining to the successful performance of a GE’s work assignment. This committee shall provide a report of these training standards to departments.

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
This committee can also make recommendations to the Dean of the Graduate School on training innovations.

Section 3. All GEs shall complete four (4) hours of required employment training by the University during the academic term in which the GE begins their first GE appointment. The training will address but will not be limited to:

a) Achieving an inclusive work environment including: cultural competency, equity and inclusion, disability access, issues of mental health, etc.,
b) Discrimination and sexual harassment policies including: GE reporting obligations, the ADA, Title IX, etc.,
c) Other employee-related policies and procedures including: sick leave and time and hour reporting, and
d) General employment information including: information about services, programs, and offices that would be useful to GEs in their roles.

The four (4) hours of mandatory training will be compensated by a stipend equivalent to four (4) hours of pay at the GE level II GE level IV minimum rate individual's standard rate. The parties agree that four (4) hours of training accounts for no more than 0.009 FTE and in no case shall the GE’s FTE exceed 0.50 due to the training.

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, 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 training 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.

Section 5. GE Participation in Curriculum Development

The University encourages departments to include GE representatives on committees
dealing with undergraduate curricula and/or educational innovation. Departments that
hire teaching GEs are encouraged to request feedback from GEs when shall reserve
seats for GEs on committees dealing with undergraduate curricula and/or educational
innovation. Departments shall inform GEs when changes to undergraduate curricula
are made which have a substantial impact on GE working conditions. GEs may submit
written feedback on changes to curricula.

Section 6. GE Evaluations of Past Course Assignments

GEs may prepare written reports evaluating course content, teaching methods,
examinations, grading and other matters concerning courses for which they have
served as a GE, and submit them to the appropriate supervisor and/or unit head. Such
reports may be made anonymously. GEs shall not be retaliated against for making
these reports. These reports shall not result in GE discipline except in cases where
such reports violate University policies regarding discrimination, harassment, and
inappropriate workplace behavior, or are in contravention to the law.
ARTICLE 35

NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1. For the purpose of negotiating a successor agreement, either Party may send written notice to the other University no later than 180 days prior to the expiration of this Agreement indicating its desire to negotiate a full successor Agreement. Prior to the commencement of negotiations, the parties shall provide written notice to the other specifying those subjects or sections of the Agreement proposed to be reopened and new subjects for negotiation. New issues may be proposed by either party at the first meeting or later by mutual agreement. Those sections of this Agreement not reopened by said notices or by subsequent mutual agreement shall automatically become a part of any successor agreement.

Section 2. Notwithstanding Section 1 of this Article, either Party may send written notice between November 1st and December 15th, 2024 to the other indicating its desire to negotiate a partial reopener, up to (7) articles per Party, of the successor agreement. Upon such written notice, the Parties agree to begin negotiations over the reopener within ninety (90) calendar days of the notice.

Section 3. ARTICLE 38 shall be waived for the purposes of reopeners.
Section 4.2. The Graduate Teaching Fellows Federation agrees to schedule a ratification vote by the membership within two (2) weeks, excluding finals week and/or summer session, of the date of signing a tentative agreement with the University on a successor Agreement or reopener. The University of Oregon Board of Trustees or its designee will ratify the Agreement at its next regularly scheduled meeting.

Section 5.3. Under these circumstances, the terms and conditions of the current Agreement will remain in effect until a successor Agreement is reached.
LETTER OF AGREEMENT ON (EQUITABLE) HOUSING

Section 1. For the term of this Agreement (dates TBD), the Parties agree to form a joint committee within three months of the ratification of this Agreement. This joint committee will consist of:

a. two representatives from the Graduate Teaching Fellows Federation;
b. two representatives from the University;
c. at least two members from housing organizations within the community as guest subject matter experts.

This joint committee will be tasked with identifying and addressing the structural issues that impede equitable housing on and near all UO campuses, including but not limited to the greater metropolitan regions of Eugene and Portland, OR. Any recommendations proposed by the joint committee will be considered by the University but will not alter any terms of this Agreement the Parties’ bargaining
agreement. This committee will endeavor to develop a report by within 6 months of the first committee meeting ratification of this contract May 31, 2024 of their findings and recommendations for improving equitable housing conditions. This report will be made publicly and accessible to the university community. Plan of action by May 30, 2024.

Section 2. Topics within this purview shall include, but are not limited to:

a. General transparency of UO housing policies and policies that are not aligned with state and city renters’ rights;

b. Impacts of undergraduate over-enrollments on the housing market, which affect GE cost of living;

c. Landlords’ ability to significantly raise rents in Oregon on an annual basis and how that impacts graduate cost of living calculations and thus necessitates increased GE wages;

d. UO’s expansion and growth priorities and their impacts on housing;

e. Compensating for financial hardship imposed on GE’s during pandemic-related evictions;

f. Decoupling tuition billing and rental billing for University housing agreements such that issues of rental disputes shall not affect GE enrollment status;

g. Role of the University as a major real estate owner and developer (including Knight-led development that is gifted to the University) to ensure adequate and affordable housing for GE’s moving forward in the next 10 to 20 years;

h. and housing-related UO lobbying efforts at all levels of government (city, county, state, and federal).
GTFF 3544
Final Offer 2023

OPEN ARTICLES

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations
ARTICLE 9
WORK AGREEMENT/WORK ASSIGNMENT

Section 1. The University reserves the right to assign GEs those duties and responsibilities that best meet the needs of the institution based upon the qualifications and abilities of the GE. Specialized courses, upper division courses, and those courses not traditionally assigned to GEs will be assigned only after a review of the qualifications and abilities of the GEs. GEs will be consulted regarding the suitability of the assignment.

Section 2. For teaching assignments, each hiring unit shall endeavor to apprise teaching GEs of available course assignments as early as possible and at least six four weeks prior to the start of classes, to afford the GEs an opportunity to indicate their preference of assignments. Shorter notice may be necessary due to circumstances including, but not limited to, changes in the courses or course sections being offered,
unexpected variations in student enrollment, schedule conflicts, or changes in the availability of staff.

**Section 3.** Hiring units shall endeavor to apprise all GEs of their GE assignments at least six weeks prior to the start of the assignment.

**Section 3.** Course assignments for the following academic year shall be offered to GEs in a timely fashion to allow for adequate preparation. To facilitate adequate course preparation, each hiring unit shall apprise teaching GEs of course assignments as early as possible and at least two-three four weeks prior to the start of classes, including the provision of assigned syllabi where applicable. Hiring units shall apprise the following GE instructors of record of their course assignments three weeks prior to the start of classes, including the provision of assigned syllabi where applicable. Instructors of record and Caregiver GEs who have notified their departments as outlined in Article XX: Caregiver Support. Shorter notice may be necessary due to circumstances including, but not limited to, changes in the courses or course sections being offered, unexpected variations in student enrollment, schedule conflicts, or changes in the availability of staff.

When unexpected variations in student enrollment occur requiring the addition or deletion of course sections, assignments may be changed after students register for classes. An effort shall be made to avoid conflicts between the GE’s course schedule and their GE assignment.

If course assignments offered in writing are subsequently changed, the hours spent in preparation for the original assignment shall be credited for the purpose of determining workload. If within the year the assignment for which preparation credit
was assessed is offered to the GE, the credited time will again be included in the
workload. In no instance will more than twenty-four (24) hours be so credited—
or deducted—in any given term. A GE may not be asked to perform more
than twenty-four (24) hours of such preparatory work unless otherwise designated in a
Workload Allocation Form.

Section 4. A GE has the right to a clear statement of duties that outlines the GE’s
participation in the academic process. At the time of the appointment offer, each
department or administrative unit shall provide the graduate student with written
instructions on how to access the department or administrative unit’s General Duties
and Responsibilities Statement and advise GEs of the availability of workload
allocation forms for use as provided in Section 5 of this Article. A GE may request a
meeting with their supervisor or department head to obtain clarification of their duties
and responsibilities. The department or employing unit will orient the new GEs to
resources utilized to fulfill the appointment at the beginning of each quarter.

Section 5. The University encourages GEs and their supervisors to communicate as
needed concerning the GE’s work assignment to ensure that GEs receive appropriate
guidance and supervision.

The Graduate School will provide a workload allocation form for voluntary use by
GEs and their supervisors. The University shall make available a provide workload
allocation template forms to all hiring units departments for voluntary use by GEs and
their supervisors. Either the supervisor or GEs may request the use of a workload
allocation template form. In the event the enrollment capacity (course cap) of a course
is increased, a workload allocation form template reflecting the increase shall be
completed by the hiring unit in consultation with relevant GEs. A GE’s request for the
use of a workload allocation template shall not be unreasonably denied by the
supervisor. The use of the workload allocation template is mandatory for GEs working under the supervision of an instructor of record and voluntary for all other GEs.

The purpose of the workload allocation template is to foster clear communication and transparency of expectations. The workload allocation template will identify the specific work duties that comprise the GE’s assignment and the anticipated amount of time the GE will spend on each specified work duty. It may be revised by the GE and the GE’s supervisor as needed throughout the GE’s appointment. If a supervisor and GE use the workload allocation template, the supervisor shall be available to discuss potential revisions of the workload allocation template. If the template is used, the GE will be provided a copy of each completed workload allocation template and any revisions to the workload allocation template. Increases in course enrollment and/or course caps from year-to-year or term-to-term shall be appropriately reflected in workload allocations.

A variance or deviation from the allocated amount of time for each specific work duty does not constitute a violation of this Agreement and may not be grievances. However, GEs are encouraged to notify their supervisors as soon as is practicable during the academic term if they anticipate their total work assignment will exceed their FTE. A Union representative shall be allowed to attend a meeting between the GE and the GE’s supervisor for the purpose of reviewing the GE’s workload allocation form to determine whether the GE’s specific work duties will result in the GE working in excess of the GE’s assigned FTE.

Within three months (one term) of the end of an assignment, the GE has the right to make recommendations about the workload allocation for their specific work assignment(s). Recommendations may be submitted in writing, or the GE may request
to meet with their supervisor or other department representative to provide the
recommendations verbally.

Subject to the limitations provided for under state and federal law, including, but not
limited to, the Family Education Rights and Privacy Act, all recommendations
submitted in writing by a GE or supervisor and any workload allocation form
voluntarily submitted to the employing unit by a GE or supervisor will be retained by
the Employing Unit for no less than four years and will be made available to any GE
in the unit upon request.

Section 6. Each department or employing unit will prepare a General Duties and
Responsibilities Statement (GDRS) describing the conditions under which GE
assignments are made. The GDRS shall include the following information:

a) A general description of the job requirements.
b) The supervisory individual who shall oversee the implementation of the GDRS.
c) Availability of Graduate Employee appointments in the department.
d) Eligibility requirements and application process for both academic year and
summer term appointments.
e) Appointment and reappointment process, including selection criteria and the
application process for both academic year and summer term appointments
(ARTICLE 17).
f) Workload and work assignment information, including any work GE are
expected to complete prior to the first day of classes.
g) Health and safety information, including any training requirements, use of
required personal protective equipment, accident reporting, and workers
compensation coverage if substantially different from the health and safety
information provided in ARTICLE 10, Section 2 and if not covered in more
depth in a safety manual.
h) Requirements for satisfactory progress towards graduate degree. These criteria must be as specific as reasonably possible and must include objective measures (e.g., GPA, limits on the number of incompletes, and deadlines and/or timelines for passing qualifying exams or proposing one’s thesis).

i) 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 (https://investigations.uoregon.edu/) student section of the AAEO Discrimination Grievance Procedures online (http://aaeo.uoregon.edu/booklet.html). The OICRC AAEO will encourage all GEs attempting to file an employment-related discrimination complaint to contact the GTFF.

j) GE absence procedure or reference to where this procedure is documented.

k) Information detailing the GE work environment consistent with ARTICLE 10.

l) Department policy around whether GE positions in external departments count against the total years of funding offered within the hiring unit.

The GDRS of each department or employing unit shall include health and safety information, or the department shall properly train GEs on health and safety duties and responsibilities and provide up-to-date safety information in a written document available to GEs.

Workload and/or work assignment information shall include course attendance requirements, office hour expectations, registration duties, grading, anticipated preparation time or activities before and during the term, meeting with supervisors
Section 7. The Division of Graduate Studies will make the GDRS available on its website in an easily accessible, electronic format by August 15 of each year. The copy of the GDRS contained on the Division of Graduate Studies website shall be considered the master copy, and any electronic or non-electronic distribution of the GDRS must be made from this copy. The Graduate School should maintain and allow access to copies of out-of-date GDRSs for the prior eight (8) years. At the time of hire, GEs shall be provided with instructions on how to access the department's GDRS. A physical copy of the GDRS shall be posted.
prominently in the department office or another conspicuous location. Department websites should provide a link to their GDRS, hosted by the Division of Graduate Studies Graduate School. A GE may request a meeting with their supervisor or department head to obtain clarification of their duties and responsibilities. The department or employing unit will orient the new GEs to resources utilized to fulfill the appointment at the beginning of each quarter.

Section 8. In accordance with ARTICLE 36, the GTFF will be responsible for distribution of the current collective bargaining agreement to GEs.

Section 9. GEs who will be required to be at work during periods of academic recess, except during registration period, shall be given no less than thirty-five (35) calendar days’ written notice. GEs required to work at special events, conferences, attend retreats, assist in language fairs or perform other similar non-routine activities shall be given thirty fifteen (30) calendar days written notice. When such activities require travel, GEs are eligible for reimbursement and per diem in accordance with prevailing rates. In the event of an emergency, and with the mutual agreement of the GE and the unit head, a lesser notice period can be arranged. If timely notice is not given and the GE refuses to work during these activities, disciplinary sanctions will not be imposed. When possible, departments and programs will hold meetings at which GE attendance is required during regular workday hours rather than at night or on weekends.

Section 10. In recognition of the variable or flexible schedules associated with many research projects, GEs with 12-month or 9-month research appointments shall have the right to take up to ten (10) days of leave which may be contiguous during their appointment year, provided the procedures outlined in this section are followed. Such leave shall not reduce or otherwise interfere with the GE’s obligation to fulfill the hours required of their assigned FTE. This provision does not apply to time off for...
academic employee holidays, research schedule permitting, unless these holidays fall
within the period of ten (10) contiguous days for which leave is being requested.

Leave dates and duration will be decided by mutual agreement between the GE and
the supervisor as the research schedule permits. To assure adequate consideration, a
request for such a leave must be made in writing, either electronically or in hard copy,
to the supervisor at least two (2) weeks in advance of the beginning of the leave. If
mutual agreement cannot be reached, the GE shall have the right to time off during the
last ten (10) days of their appointment contract, provided the GE submits a signed
document to the employing unit attesting that all FTE requirements have been
fulfilled.

This document must be submitted two (2) weeks prior to the expiration of the
appointment. This section does not preclude the customary informal arrangements
between the research GE and supervisor to accommodate other absences, as long as
the GE fully meets the duties and responsibilities associated with the assigned FTE for
the position.
ARTICLE 17

APPOINTMENT/REAPPOINTMENTS

Section 1. The University appoints GEs after consultation with departments, schools, and colleges, who make recommendations from among a pool of eligible candidates within their unit. Graduate students have the right to apply for GE positions in all departments or employing units. There are no limits on the number of GE positions for which a graduate student may apply.

Each department and employing unit that appoints GEs shall have a standing committee, made up of at least three members, to evaluate GE applications. In addition to these members, departments and employing units may allow GEs on standing committees to evaluate GE applications, but may not share material with those GEs that is disciplinary, confidential, or FERPA-protected. GEs in departments without GEs on standing committees may submit written feedback on the process for
evaluating GE applications before the process has concluded. Departments shall respond to these comments in writing to the GE who submitted feedback no later than twenty (20) days after the application process concludes.

The standing committee shall rank applicants and base rankings, appointments, and reappointments on written criteria for selection. These criteria should address issues such as:

a) who is eligible for appointment and how applicants are ranked (e.g., in-department vs. out-of-department students, Master’s vs. Doctoral students, initial year vs. continuing students, etc.);

b) what weight is given to previous experience in teaching (in the department or in other departments or institutions);

c) if continuing appointments are possible, what evaluative factors are used (e.g., was previous GE performance deemed relevant? how was it evaluated? are academic records being used? etc.).

d) the applicant’s preferences.

The above are meant to be exemplary rather than mandatory. The intent is that candidates shall be given clear information concerning the criteria by which their applications are being evaluated.

These written criteria and the application process for both academic year and summer term appointments shall be published in the department GDRS as described in ARTICLE 9 before any GE hiring decisions are made.
When making a GE hiring decision, an employing unit may not select a particular candidate on the basis that costs associated with that candidate’s benefits (e.g., tuition, insurance) will cost the unit less than those of other candidates.

Each department and employing unit must maintain GE search records (including applicant rankings and criteria for selection) in accordance with the University’s personnel records retention schedule. In the event of a grievance related to hiring procedures, this information, redacted in accordance with the Family Educational Rights and Privacy Act (FERPA), will be made available to the University and the Union.

Appointment decisions shall be made by the standing committee of the department and shall not be made for arbitrary or capricious reasons. In choosing among candidates, strong consideration may be given to the student’s potential in the proposed academic program. Because of this, in academic departments, priority may be given to candidates enrolled in that department’s program(s).

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.

If a department or employing unit does not offer a reappointment on the basis of less than satisfactory academic progress toward the degree, the department/unit must inform the student of this in writing, citing the criteria for satisfactory academic progress that have not been met. Graduate students may grieve departmental decisions related to satisfactory progress through the University’s graduate student academic
grievances procedure. As described in ARTICLE 9, each potential GE shall receive
the written appointment or reappointment criteria at the time of application.

The University agrees to post all GE job openings for positions in non-academic or
administrative units and out-of-department positions on the websites of the Division
of Graduate Studies and Employee and Labor Relations.

Section 2. The University will offer graduate teaching fellowships GE appointments
positions to graduate students by sending letters notices of appointment (NOAs).
Stating: These NOAs shall state the terms of the appointment, including the duration,
monthly rate, percent and definition of FTE level, monthly gross income, a link to
insurance plan information and costs, and information about the fee subsidy consistent
with Article 23. and a glossary with explanations of each of these terms: the estimated
costs of the GTFF health insurance plan for single GE, GE + partner, GE + children,
family (GE + partner + children) and any mandatory fees shall be clearly mentioned
in boldface. The expected net monthly income shall be included after considering all
the deductions mentioned above. The NOA shall include an addendum explanation of
the estimated costs including costs of the GTFF health insurance plan options for
single GE, GE + partner, GE + children, family (GE + partner + children) and any
mandatory fees. Estimates will not reflect a GE's particular tax situation. Estimated net
monthly income range for both international and domestic employees.

GEs accept the appointment by sending the signed letter notice of appointment back
to the University. The University may fulfill its duties with an electronic appointment
system which may also allow electronic acceptance by the GE. For purposes of
Section 4 3, the GE’s acceptance is valid on the date it is received by the University.
The University shall endeavor to educate all departments and employing units on the

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations
proper procedure for making offers of employment to Graduate Employees and
discourage the practice of presenting informal offers of employment as guaranteed.

At the time of the appointment offer, each department or administrative unit shall
provide the graduate student with written instructions on how to access the department
or administrative unit’s General Duties and Responsibilities Statement.

Hiring units and GEs shall both endeavor to complete and sign letters notices of
appointment and other necessary hiring paperwork in a timely manner. The University
agrees to post all GE job openings for positions in non-academic or administrative
units and out of department positions with the Graduate Teaching Fellows Federation
office, and on the websites of the Graduate School and Human Resources.

Section 2 3. No appointment shall create any automatic right, interest or expectation
in any other appointment beyond its specific terms. GEs will be employed year-to-
year rather than term-to-term whenever feasible. Departments and hiring Units shall
ensure that split appointments do not result in a GE’s workload exceeding their FTE,
as described in ARTICLE 22. GEs cannot be employed term-to-term in order to
determine whether they are adequately qualified for a GE position. Employing units
are encouraged to appoint full academic year (fall, winter, spring) appointments
whenever feasible. Each department and employing unit in which there is a possibility
that GEs will be reappointed shall include reappointment criteria in their written
criteria for appointment (see Section 1).

Section 3 4. An appointment may be rescinded by the employing unit at any time
prior to acceptance by the GE or within ten (10) calendar days following acceptance
of issuance of the notice of appointment offer unless payable work is requested by the
University and performed by the GE. All NOAs letters must clearly state in bold font...
on the first page that there is a ten (10) day rescission period. Once an appointment of
a GE has been accepted and the rescission period has passed, it may not be rescinded
or reduced except for good cause shown. If an appointment offer is rescinded, the GE
will be entitled to monetary compensation equal to one month’s salary in
consideration of work performed preparing for the assignment and financial
instability. Additionally, the GE will be exempt from payment of tuition and fees
for self-support courses for that term as outlined in ARTICLE 23.

The duration of a GE appointment is limited to a maximum period established by
policies published in the GDRS governing GE reappointments in the department or
school, contingent on satisfactory academic progress, the availability of funds and
positions, and providing that the definition of the position does not substantially
change. Nothing in this section shall preclude the University or employing unit from
pursuing discipline or discharge of a GE as outlined in ARTICLE 16.

Section 5. Departments and programs will give priority to GE appointments.

Section 4-6. All graduate students employed by the University at or above the
equivalent .20 FTE minimum FTE for a GE position as specified in ARTICLE 22 .20
FTE for research, teaching (e.g., grading, lab assistant, discussion leader), or
administrative duties will be awarded a Graduate Employee appointment, except in
emergency situations or except when good cause is shown that the duties cannot be
accommodated by an increase in the FTE of current GEs and/or the creation of new
GE position(s). Graduate students hired hourly in research, teaching or administrative
duties must be paid an hourly rate no less than the minimum salary rate for a GE I
specified in ARTICLE 22. This section also applies to the hiring of undergraduate
students or other non-salaried hourly workers to positions appropriate for GEs.
Nothing in this article is intended to limit appropriate educational opportunities for Undergraduates.

Section 5.7. Subject to the offer and acceptance method described in Section 1 and the rescission period described in Section 3, years of funding offered by a department or employing unit detailed in admission or appointment notices sent to new hires and any subsequent offers of funding shall be binding and may not be reduced or rescinded except for good cause shown including the following reasons: the GE’s poor performance, discharge under ARTICLE 16, or ineligibility for an appointment due to unsatisfactory academic progress.

Section 8. External funding, including University of Oregon funded and department specific fellowships procured by a GE, shall not count as part of the total years of funding initially offered to a GE. Each department’s GDRS shall clearly list their policy around whether GE positions in external departments count against the total years of funding offered within the hiring unit. For GEs accepted to the University of Oregon prior to academic year 2024-2025, employment opportunities secured by GEs in university departments outside their initial hiring department shall not count against the total years of funding guaranteed in their initial offer letter.

Section 9. Graduate employees who will need to graduate in a later term than originally planned may petition for a waiver of the final term registration requirement through the Division of Graduate Studies website. GEs in this situation should submit a General Petition Form to request a waiver.
ARTICLE 19

SUMMER TERM

Section 1. Graduate students who do not require academic credit to satisfy program or
degree requirements, or who find that needed or required courses are not offered in
summer term, may be appointed to summer term GE positions. Those who receive
such summer GE appointments are exempt from the graduate credit enrollment
requirement of ARTICLE 23.

Section 2. The workload or FTE for summer term appointments will be specified in
the summer section GDRS (see ARTICLE 9, Section 4). During the summer term,
the minimum shall be .30 FTE. GEs may be appointed on overload at an FTE level
that exceeds .49 with the approval of the Division of Graduate Studies. Dean of the
Graduate School. The University will endeavor to make equivalent appointments
throughout the University for comparable summer assignments. Graduate students
hired for equivalent work below .15 FTE or the equivalent may be hired on an hourly
basis at a salary rate no lower than the hourly equivalent during the academic year.
This agreement establishes minimum pay levels, but not the maximum pay levels that
Departments or employing units may pay GEs during the summer term.
Section 3. During the summer term GE's shall be compensated in the same manner and at the equivalent hourly rate as they are during the three other terms (see ARTICLE 23, Section 1).

Section 3. Summer GE Appointment Options
The University and GTFF recognize that the summer needs, resources, and desires of graduate students and the units that hire them during the Summer term vary significantly. As such, there are two allowable configurations for Summer GE appointments to do graduate student level work related to instruction, research, and administration. All graduate students employed by the university for instruction, research, and administration, as commonly understood under the Agreement, during the summer term must receive a GE appointment in one of the two configurations below. All Summer positions will clearly indicate the position type and associated rights and limitations. Partial and Hourly positions will not be used to substitute for Full GE appointments when the work and the resources are sufficient for such an appointment.

Full GE Summer Appointments: Full GE Summer Appointments are equivalent to academic year GE assignments with respect to minimum FTE (0.20 FTE to 0.49 FTE, or above with Section 2 approval), and salary rates (Article 22), tuition and fee waivers as specified below (Section 6), (Article 23), and the standard 5% cost share for health insurance (Article 24).

Full GE Summer Appointments shall be responsible for paying sixty-five percent (65%) of summer fees associated with enrollment in classes used to meet requirements for the degree. GE's shall be responsible for all summer fees associated when enrolled solely in classes not meeting requirements for their degree.
2. Partial Benefit GE Summer Appointments: Partial GE Summer
Appointments are equivalent to academic year GE assignments with respect to FTE (0.25 to 0.49 FTE, or above, with Section 2 approval), salary rates (Article 22), and the standard 5% cost share for health insurance (Article 24). However, they are not eligible for tuition or fee waivers under Article 23.

2. Summer Hourly GE Positions: Summer Hourly GE Positions allow GEs to be hired for research or administration at an hourly rate no less than the hourly equivalent of the GE I salary minimum. Summer hourly GEs may not be employed for more than the minimum FTE specified in Article 22. Summer hourly GE positions have the same health insurance cost share as academic year GE appointments (ARTICLE 24). Summer Hourly GE positions are not eligible for tuition or fee waivers under Article 23 unless eligible under Article 19 Section 5. Summer hourly GEs may not be employed for more than 0.2 FTE. Summer Hourly GE positions maintain health insurance with the 10% summer cost-share under Article 24 unless they work more than 24 hours in a single month in which case, they receive the 5% cost-share. If a GE with a Summer Hourly GE Summer appointment exceeds 0.25 FTE (40 hours) or 0.20 FTE (32 hours) in a single month, they may submit a request to the Graduate Student Assistance Fund for a health insurance cost-share reimbursement of the 15% difference.

<table>
<thead>
<tr>
<th>Summer GE Type</th>
<th>Tuition / Fee Waiver</th>
<th>GE Health Insurance Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>Yes (as described above)</td>
<td>5%</td>
</tr>
<tr>
<td>Partial</td>
<td>No</td>
<td>5%</td>
</tr>
<tr>
<td>Summer Hourly</td>
<td>No</td>
<td>20%*</td>
</tr>
</tbody>
</table>

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
Section 4. Summer Instructional Appointment Considerations

Summer instructional appointments must be either Full or Partial appointments under Section 3. Recognizing the variability of summer course registration, employing units may take the following steps to establish summer appointments:

a) Ask GEs to indicate interest in summer work at any time during the academic year.

b) Issue a “tentative summer offer,” if they believe work will be available during the summer, which can be made contingent on sufficient enrollment in a course or sufficient funding for non-instructional work. Tentative summer offers shall include the required minimum course enrollment number and the date of decision whether the course will run.

Tentative or actual summer offers can be rescinded without penalty up to four six weeks prior to the start of the summer session in which the work is scheduled to commence. If a tentative or actual summer appointment offer is rescinded later than four six weeks prior to the start of the summer session in which the work is scheduled to commence, the GE will be entitled to a payment of $300.00 monetary compensation equal to the length of the appointment or one month’s salary, whichever is less, in consideration of work performed preparing for the assignment and financial instability. GEs shall also be eligible for benefits outlined in ARTICLE 23 (Tuition Wavier) and ARTICLE 24 (Health Insurance) for the summer term.
Except in extraordinary circumstances, offers of summer appointment shall be issued no later than one week four weeks prior to the start of the summer session in which the work is scheduled to commence. The rescission of accepted offers of summer appointment is governed by **ARTICLE 17**.

**Section 5.** In each year of the contract, the total FTE of summer GE positions shall increase by a minimum of 15% over the total FTE from the previous summer term for the years 2023-2024 and 2024-2025.

**Section 5-6. Summer Tuition Waivers and Fees**

Graduate students with a Full GE Summer appointment (Section 3) and those who held a GE appointments in any two quarters of the preceding academic year, shall be eligible to petition the Division of Graduate Studies to be granted tuition waivers for the summer term for all-enrolling in Summer term classes that will be used to meet requirements for their degree.

Tuition waiver recipients under this Section shall be responsible for paying sixty-five percent (65%) of University wide Mandatory Enrollment summer Fees and one hundred percent (100%) of All Other Fees (except matriculation), as outlined by the Office of the Registrar, associated with enrollment in classes used to meet requirements for their degree. GEs shall be responsible for all associated summer fees associated when enrolled solely in classes not meeting requirements for their degree.

**Section 5. Summer Tuition Waiver:** Tuition waivers will apply to the summer term for all classes that will be used to meet requirements for the degree (excluding those with irregular fees) for GEs who have:

1. Fiscal year appointments (i.e., one appointment for July 1–June 30);
b) appointments in any two quarters of the preceding academic year; or

e) summer term appointments

Section 6. Summer Fees: GEs shall be responsible for paying sixty-five percent (65%) of summer fees associated with enrollment in classes used to meet requirements for the degree, as provided for in Section 5. GEs shall be responsible for all summer fees associated when enrolled solely in classes not meeting requirements for their degree.

Section 6.5.7. Each May, the contract administrator will send a notice to all current GEs and a notice to all GE hiring units outlining the major provisions of this article and reminding notice recipients that GEs are allowed to enroll for summer term and will receive the summer tuition waiver as outlined in this article. Employing units and supervisors shall not discourage GEs from summer enrollment or from accessing any other contractual benefit.
GTFF FINAL OFFER (10/26/2023)

UNIVERSITY OF OREGON MEDIATION PROPOSAL (10/16/2023)
GTFF MEDIATION PROPOSAL – PACKAGE (initial pass 10/09/2023)
UNIVERSITY OF OREGON MEDIATION PROPOSAL (10/09/2023)

GTFF PROPOSAL (10/04/2023)

UNIVERSITY OF OREGON PROPOSAL (9/14/2023)
GTFF PROPOSAL (08/24/2023)

UNIVERSITY OF OREGON PROPOSAL (08/03/2023)

GTFF PROPOSAL (05/19/2023)

UNIVERSITY OF OREGON PROPOSAL (03/17/2023)

GTFF PROPOSAL (03/17/2023)

Document Key

UO new | UO-deletion | Mutually Accepted | Status Quo | GTFF new | GTFF-deletion

ARTICLE 22

SALARY

Section 1. Appointment Full Time Equivalency (FTE)

[begin moved up from Section 3 below]

Salary rates on which GE stipends are calculated and Salaries paid will be prorated according to percentage FTE of the appointment held. The minimum allowable appointment is .20 FTE for a full quarter. Effective September 16, 2024 2023 the minimum allowable appointment for GE positions shall be .25 .39-FTE for a full quarter. Effective September 16, 2025 the minimum allowable appointment for GE positions shall be .3 FTE for a full quarter. Any positions offered to GEs or those admitted into their graduate program prior to the effective date of this Agreement with an FTE expectation of .20 FTE to .249 FTE may be grandparented at that FTE through the duration of that commitment and are not subject to the .25 FTE minimum.
Effective September 16, 2024 the minimum allowable appointment shall be .30 FTE for a full quarter.

[end moved up from Section 3 below]

At the maximum 0.49 FTE appointment, a GE will be assigned employment responsibilities that do not exceed a maximum of 215 hours for the quarter, or with the mutual consent of the GE and the employing department, program or administrative unit, 646 hours per 9-month academic year. Summer term allowances are in Article 19.

Workloads for GEs shall be prorated on the percentage basis of FTE. For example, a GE appointed at 0.25 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 110 hours per quarter, and proportionately for appointments at other FTEs as follows:

<table>
<thead>
<tr>
<th>FTE</th>
<th>HOURS PER QUARTER</th>
<th>AVERAGE HOURS PER WEEK (11 WEEKS PER TERM)</th>
<th>15% OF HOURS PER QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.25</td>
<td>110</td>
<td>10</td>
<td>16.5</td>
</tr>
<tr>
<td>0.20</td>
<td>88</td>
<td>8</td>
<td>13.2</td>
</tr>
<tr>
<td>0.30</td>
<td>131</td>
<td>12</td>
<td>19.7</td>
</tr>
<tr>
<td>0.40</td>
<td>175</td>
<td>16</td>
<td>26.3</td>
</tr>
<tr>
<td>0.50</td>
<td>219</td>
<td>19</td>
<td>32.9</td>
</tr>
<tr>
<td>0.49</td>
<td>215</td>
<td>19</td>
<td>32.3</td>
</tr>
</tbody>
</table>

GEs who also work as student employees are limited to .49 FTE employment, counting both the GE and student employment hours, and may lose their GE appointments if they exceed this limit.
Section 1a. During the academic year, minimum FTE assignments of GEs who have
sole responsibility for teaching a course and/or are listed as the instructor of record
shall be based on the academic credit value of the course for which the GEs are
responsible. (Sole responsibility is understood to mean sole responsibility for
preparation for and teaching of classes assigned to them). Minimum FTE appointments
shall be:

3 credit classes - minimum .40 FTE appointment
4 or 5 credit classes - minimum .49 FTE appointment

For four- or eight-week courses during the summer session, minimum FTE
appointments of GEs with the same responsibilities described above shall be:

3 credit classes - minimum 0.40 0.30–FTE appointment
4 or 5 credit classes - minimum 0.49 0.37–FTE appointment

Section 1b. GEs are encouraged to notify their supervisors at any time during the
quarter if their GE assignments require hours in excess of assigned FTE.

Section 1c. GEs will not be asked to work more than 15% of one quarter's total FTE
assignment in any one week, except by mutual agreement of the GE and the supervisor
in advance of such an assignment.

Section 2. Across the Board Salary Increases
On the dates in the table below, hiring units shall raise the base salary rates they pay
GEs by at least the corresponding percentage. In any hiring unit, GEs hired at a given
GE level (GEI, GEII, GEIII) shall be paid at the same salary rate. All eligible GEs will
receive at least the corresponding percentage increase to base salary. Eligible GEs are
those who held a GE appointment in Fall, Winter, or Spring term in the academic year
preceding the increase. New GEs, those in their first term or whose first term was the
Summer immediately preceding the effective date, are not subject to the increased base
salary rates eligible for the corresponding salary increase under this Section.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Percent Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16, 2023 or Agreement</td>
<td>3.5% 3%-2%-13%</td>
</tr>
<tr>
<td>ratification date (whichever is</td>
<td></td>
</tr>
<tr>
<td>later)</td>
<td></td>
</tr>
<tr>
<td>September 16, 2024</td>
<td>2.75% 2.5%-2%-8%</td>
</tr>
<tr>
<td>September 16, 2025</td>
<td>2.5% 2%-6%</td>
</tr>
</tbody>
</table>

**Section 3. Salary Minimums**

Effective September 16, 2023 or on the Agreement ratification date, whichever is
later, the minimum half-time (.50 FTE) one-quarter salary rate on which stipends for
GEs in the bargaining unit are calculated shall be increased by 21% 8% 5.5%-26%
4.0%-3.0% as follows:

<table>
<thead>
<tr>
<th>GE I</th>
<th>GE II</th>
<th>GE III</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-Month Annual Base Rate (1.0 FTE)</td>
<td>$36,935.55</td>
<td>$41,718.70</td>
</tr>
<tr>
<td>One-Month Base Rate (1.0 FTE)</td>
<td>$4,103.95</td>
<td>$4,635.41</td>
</tr>
<tr>
<td>Monthly Minimum (0.20 FTE)</td>
<td>$820.79</td>
<td>$927.08</td>
</tr>
<tr>
<td></td>
<td>$941.07</td>
<td>$1,063.20</td>
</tr>
<tr>
<td>Monthly Minimum (0.25 FTE)</td>
<td>$1,025.99</td>
<td>$1,158.85</td>
</tr>
<tr>
<td></td>
<td>$1,176.33</td>
<td>$1,329.00</td>
</tr>
<tr>
<td>Monthly Minimum (0.30 FTE)</td>
<td>$1,231.19</td>
<td>$1,390.62</td>
</tr>
<tr>
<td></td>
<td>$1,411.60</td>
<td>$1,594.80</td>
</tr>
</tbody>
</table>
### Monthly Minimum Scales

<table>
<thead>
<tr>
<th></th>
<th>GE I</th>
<th>GE II</th>
<th>GE III</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Month Annual Base Rate (1.0 FTE)</td>
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<td>$41,718.70</td>
<td>$44,054.95</td>
</tr>
<tr>
<td>One Month Base Rate (1.0 FTE)</td>
<td>$4,103.95</td>
<td>$4,635.41</td>
<td>$4,894.99</td>
</tr>
<tr>
<td>Monthly Minimum (0.20 FTE)</td>
<td>$820.79</td>
<td>$927.08</td>
<td>$979.00</td>
</tr>
<tr>
<td>Monthly Minimum (0.25 FTE)</td>
<td>$1,025.99</td>
<td>$1,158.85</td>
<td>$1,223.75</td>
</tr>
<tr>
<td>Monthly Minimum (0.30 FTE)</td>
<td>$1,231.19</td>
<td>$1,390.62</td>
<td>$1,468.50</td>
</tr>
</tbody>
</table>

One quarter term salary can be calculated by multiplying the monthly salary by three (monthly salary x 3 = one quarter salary). One quarter salary rates for GE IIs who earn above these minimum levels on September 16, 2019-2023, shall increase by 1.4% - 16%.

Effective September 16, 2024-2028, the minimum half-time (.50 FTE) one quarter salary rate on which stipends for GE IIs in the bargaining unit are calculated shall be increased by 12% 3.75% - 15% 3.5% - 2.65% - 16% - 3.0% as follows:

### Scales for GE IIs

<table>
<thead>
<tr>
<th></th>
<th>GE I</th>
<th>GE II</th>
<th>GE III</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Month Annual Base Rate (1.0 FTE)</td>
<td>$36,935.55</td>
<td>$41,718.70</td>
<td>$44,054.95</td>
</tr>
<tr>
<td>One Month Base Rate (1.0 FTE)</td>
<td>$4,103.95</td>
<td>$4,635.41</td>
<td>$4,894.99</td>
</tr>
<tr>
<td>Monthly Minimum (0.20 FTE)</td>
<td>$820.79</td>
<td>$927.08</td>
<td>$979.00</td>
</tr>
<tr>
<td>Monthly Minimum (0.25 FTE)</td>
<td>$1,025.99</td>
<td>$1,158.85</td>
<td>$1,223.75</td>
</tr>
<tr>
<td>Monthly Minimum (0.30 FTE)</td>
<td>$1,231.19</td>
<td>$1,390.62</td>
<td>$1,468.50</td>
</tr>
</tbody>
</table>
One quarter salary rates for GEs who earn above these minimum levels on September 16, 2020 shall increase by 1.4% 11%.

Effective September 16, 2025 2024, the minimum half time (.50 FTE) one quarter salary rate on which stipends for GEs in the bargaining unit are calculated shall be increased by 8% 3.5% 3% 10% 2.65% 10% 3.0% as follows:

<table>
<thead>
<tr>
<th></th>
<th>GE I</th>
<th>GE II</th>
<th>GE III</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-Month Annual Base Rate (1.0 FTE)</td>
<td>$36,935.55</td>
<td>$41,718.70</td>
<td>$44,054.95</td>
</tr>
<tr>
<td>One Month Base Rate (1.0 FTE)</td>
<td>$4,103.95</td>
<td>$4,635.41</td>
<td>$4,894.99</td>
</tr>
<tr>
<td>Monthly Minimum (0.20 FTE)</td>
<td>$820.79</td>
<td>$927.08</td>
<td>$979.00</td>
</tr>
<tr>
<td>Monthly Minimum (0.25 FTE)</td>
<td>$1,025.99</td>
<td>$1,158.85</td>
<td>$1,223.75</td>
</tr>
<tr>
<td>Monthly Minimum (0.30 FTE)</td>
<td>$1,231.19</td>
<td>$1,390.62</td>
<td>$1,468.50</td>
</tr>
<tr>
<td>Monthly Minimum (0.35 FTE)</td>
<td>$1,436.38</td>
<td>$1,622.39</td>
<td>$1,713.25</td>
</tr>
</tbody>
</table>
One-quarter salary rates for GEs who earn above these minimum levels on September 16, 2019 shall increase by 1.4%.

In the event that the U.S. Department of Housing and Urban Development estimated Fair Market Rent for a one-bedroom apartment in the Eugene-Springfield Metropolitan Statistical Area (henceforth referred to as FMR) increases by more than 5% over the previous year, the minimum salary rate for GEs in the bargaining unit shall be increased by $10 a month for every percentage above 5%. This increase shall be effective on December 16 of the federal fiscal year of the increased FMR. For example, if the FY2024 FMR increased by more than 7% of the FY2023 FMR, the minimum salary rates would be, effective December 16, 2023, increased by $20 a month.

[begin moved up to Section 1]

Salary rates on which GE stipends are calculated and Salaries paid will be prorated according to percentage FTE of the appointment held. One-quarter term salary can be calculated by multiplying the monthly salary by three (monthly salary x 3 = one quarter salary). The minimum allowable appointment is .20 FTE for a full quarter. Effective September 16, 2023 the minimum allowable appointment shall be .25 FTE for a full quarter. Effective September 16, 2024 the minimum allowable appointment shall be .30
Section 4. GE Levels

GE I - Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GE II or GE III appointment.

GE II - Regularly enrolled graduate students who have a) master’s degree in the same or cognate field as their UO degree program, b) successfully completed a qualifying examination or equivalent milestone toward a their UO doctoral degree, or c) completed 45 credit hours toward a doctoral degree in the same or cognate field as their UO degree program and have written recommendation of the head of their major department.

GE III - Regularly enrolled doctoral students who have advanced to candidacy.

Graduate students transferring from another institution who meet one of the qualifications of GE II above at another institution and whom the University deems to have equivalent experience shall be appointed at no lower than the GE II level.

GEs shall be advanced to the appropriate level of the salary scale at the beginning of the term immediately following that during which the criteria for the level advancement were met.

Section 5 3- Academic and administrative units reserve the right to pay at a higher level, so long as salary equity by level of appointment for GEs is maintained in the department, program or administrative unit.
Section 6.4. Gross pay shall be stated in each individual GE’s notice of appointment.

Monthly gross pay for full months shall be paid as stated in each individual GE’s notice of appointment. Monthly gross pay for partial months’ pay shall be calculated as a fraction of the stated gross pay for full months prorated according to the ratio of working days worked within the appointment dates and working days of the particular partial month. Effective September 16, 2023 GE shall be paid bi-weekly and receive their monthly salary in two equal installments separated by two weeks. Each GE shall be paid in full each payday for the month or fraction thereof which they have worked and which is covered by their appointment in accordance with the payroll salary distribution schedule described in Section 7.8.4 below.

Graduate employees with 9-month appointments beginning in fall term and ending in spring-term can choose have their paychecks delivered uniformly from fall term to the end of summer term.

In the event that a GE appointed for more than one academic quarter decides not to work as a GE in one or more of the quarters for which the GE has an appointment, overpayment will be returned to the University by the GE immediately.

Section 7.5. If the University fails to issue pay to any GE by the payment date indicated on their appointment letter, the University shall be liable for any costs incurred by the GE as a result of late payment, including but not limited to overdraft fees, late fees assessed for rent or other household bills. If the University is more than five days late in issuing GE pay, the University shall also provide affected GE with $25 per day until their full salary is issued.

Section 8.7.5. For GE classified as salaried non-exempt, the overtime rate of pay of 1.5 times their hourly rate shall be calculated by Payroll in the same manner in which
they calculate overtime for other salaried non-exempt employees. Currently, Payroll calculates the hourly rate and overtime rate on a weekly basis.

**ACADEMIC YEAR APPOINTMENTS**

<table>
<thead>
<tr>
<th>Planning Year</th>
<th>Month</th>
<th>Monthly Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 month</td>
<td>7/1 - 6/30</td>
<td>12 24 payments</td>
</tr>
<tr>
<td>9 month</td>
<td>9/16 - 6/15*</td>
<td>Sept and Jun ½ month; Oct - May full month</td>
</tr>
</tbody>
</table>

**APPOINTMENT BY QUARTER**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Month</th>
<th>Monthly Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>9/16 - 12/15*</td>
<td>Sep and Dec ½ month; Oct - Nov full month</td>
</tr>
<tr>
<td>Winter</td>
<td>12/16 - 3/15*</td>
<td>Dec and Mar ½ month; Jan - Feb full month</td>
</tr>
<tr>
<td>Spring</td>
<td>3/16 - 6/15*</td>
<td>Mar and Jun ½ month; Apr - May full month</td>
</tr>
</tbody>
</table>

**TWO-QUARTER APPOINTMENTS**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Month</th>
<th>Monthly Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Winter</td>
<td>9/16 - 3/15*</td>
<td>Sep and Mar ½ month; Oct - Feb full month</td>
</tr>
<tr>
<td>Winter/Spring</td>
<td>12/16 - 6/15*</td>
<td>Dec and Jun ½ month; Jan - May full month</td>
</tr>
</tbody>
</table>

**SUMMER TERM**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Month</th>
<th>Monthly Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>6/16 - 9/15*</td>
<td>June and Sep ½ month; July - Aug full month</td>
</tr>
</tbody>
</table>

Appointment dates in the tables above are approximate. Actual working dates may vary.

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
based on term start, dates, end dates, and grading deadlines. In no case shall a hiring
unit require a GE to exceed the maximum employee assigned responsibilities allowance
of for their FTE (Section 1). Teaching GEs are not expected to work beyond when
grades are due. GEs with teaching responsibilities are expected to fulfill the body of
work for their position which may run until the date final grades are due for the
respective term(s), consistent with the limitations and allowances of Section 1 above.
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ARTICLE 23

TUITION WAIVER & FEES

Section 1. GEs employed at or above the minimum FTE for a GE position as specified in ARTICLE 22 appointed at .20 FTE and above are exempt from payment of tuition and of fees for self-support courses that are required for the completion of the degree for up to 16 credit hours taken in any quarter to which the appointment applies. With the permission of the University, a GE may be permitted to exceed the quarter limitation on credit-hour enrollment. The current overload instruction fee will be assessed for such excess hours as set forth in the Board of Trustees of the University of Oregon Policies Policy on Tuition, Mandatory Enrollment Fees and Other Charges, Fines and Fees (the University fee book). Instructional Tuition and fee waivers will apply to the summer term under the conditions outlined in ARTICLE 19, Section 6.

In the event that a previously employed graduate employee's graduation requires an additional unexpected term of coursework due to reasons beyond their control, they
would be exempt from the payment of tuition and of fees for that coursework upon
approval by the head of their department. In the event that an international graduate
student unexpectedly loses their GEship for a term for reasons beyond their control,
they would be exempt from the payment of tuition and of fees for that term upon
approval by the head of their hiring department.

Section 2. The University shall pay all university-wide mandatory student body fees
for GEs, including but not limited to building fee, health service fee, Recreation
Center fee, Recreation Center bond, EMU bond, the matriculation fee for those GE
whose first term as GE is the term in which they matriculate. All fees for any course,
lab, or certification will be covered by the University.
For the duration of this contract, university-wide mandatory student body fees for GE
employed at or above the minimum FTE for a GE position as specified in ARTICLE
22 appointed .20 FTE and above, will be paid as follows:

| University Responsibility | University-wide mandatory fees, including but not limited to building fee, health service fee, Recreation Center fee, Recreation Center bond, EMU bond, and all but $61 of the incidental fee each term; the matriculation fee for those GEs whose first term as GEs is the term in which they matriculate; any individual college/school resource fee, and course fees not described in the University fee book (see also “GE Responsibility”). |

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
Section 3. With the exception of fees for self-support courses that are not required for the completion of the degree, GEs will be exempt from payment of tuition (and self-support course fees) for classes offered at times when regularly scheduled classes during the academic year are not in session. Credit hours earned during such classes will not apply toward either the 16-credit maximum (Section 1) or the nine-credit minimum (Section 4).

Section 4. In the administration of the above policy, GEs who have not yet advanced to candidacy shall be required, as a term or condition of employment, to enroll for and maintain a minimum of nine (9) graduate credit hours toward the degree throughout the term but shall not be required to exceed that minimum. Notwithstanding this requirement, a GE’s minimum workload may be subject to reasonable accommodations as provided by the Accessible Education Center, which may consult
with the Division of Graduate Studies School and GE’s program, as appropriate. The Division of Graduate Studies can approve the counting of undergraduate coursework toward the minimum credit hours described above (such as languages or those required for the completion of their graduate degree). Nothing in this contract will preclude an academic advisor from recommending additional credit hours as appropriate for the student’s academic program.

Graduate employees who have advanced to candidacy shall not be held to minimum credit requirements. Graduate employees who have advanced to candidacy and are making adequate progress towards the completion their degree shall be certified by the university to be engaged in Full Course of Study for the purposes the GE’s F1 visa status. The tuition costs of graduate coursework assessed for a GE who has passed candidacy shall be no more than 10% of the full tuition rate.

Section 4a. Graduate students who do not require academic credit to satisfy program or degree requirements, or who find that the needed or required courses are not offered in summer session, may be appointed to summer GE positions. Those who receive such appointments are exempt from the graduate credit enrollment requirement.

Section 5. Nothing in this article shall be interpreted to restrict the Board of Trustees of the University of Oregon in any manner in the exercise of the Board’s authority to establish instructional fees.

[Moved to International GE ARTICLE XX]

Section 6. For those GEs who pay a SEVIS fee to attend their current graduate program at the University of Oregon and who are employed as GEs in the term in which they matriculate in their current graduate program, the SEVIS fee paid by the
GE will be reimbursed upon request and proof of payment unless that fee has already
been paid or reimbursed by another source. Instructions on how to obtain a
reimbursement will be posted on the Division of Graduate Studies School website. GE
hiring units will provide a link to this information to all international GEs.

[End Moved to International GE ARTICLE XX]
ARTICLE 24
HEALTH INSURANCE

Section 1a. All GEs employed at or above the minimum FTE for a GE position as specified in ARTICLE 22 .20 FTE and above are eligible for health insurance premiums outlined in this article. In addition, all GEs employed Spring Quarter who are continuing in their graduate program and who pay their portion of the premium by the end of the grace period for summer payment are also eligible for summer health insurance as outlined in this article. Students who have graduated in spring term or who have withdrawn from or are otherwise not continuing in the graduate program by at the end of spring term are not eligible for this benefit. For the purposes of this section, students who are on approved academic leave in the subsequent Fall Quarter or Academic Year are considered continuing in their graduate program. GE and University contributions are outlined in the schedule found in APPENDIX D.
Section 1b. The University will make lump sum health insurance premium payments (excluding administrative costs as described in Section 5) to the GTFF Health and Welfare Trust (hereinafter referred to as the GTFF Trust) for the purchase of health insurance by the GTFF Trust.

Each lump sum payment will be paid to the GTFF Trust within 30 days of receiving the list of all eligible GEs enrolled in the health insurance plan from the GTFF Benefits Administrator.

During Fall, Winter, Spring and Summer terms, for those with GE appointments, the University will contribute 95% of their health insurance premium costs. GEs in each enrollment category (as detailed in APPENDIX D) will contribute 5% of the quarterly premium for their selected coverage.

During the term of this agreement, the University shall be responsible for 95% of premium increases only to maintain the current level of benefits. Whenever the premium increase is in excess of 10%, the University shall be responsible for 50% of the marginal premium increase over 10%. The University shall not be responsible for premium increases associated with non-negotiated expansion of current benefit levels.

Both the GTFF and the University will encourage the GTFF Trust to revise benefits to keep total premium increases below 10% whenever feasible.

The GTFF and the University will instruct the Trustees of the GTFF Trust that any return of premium overpayments and any premium credits received from or credited to the GTFF Trust by an insurer shall be applied in accordance with the Health and Welfare Trust Agreement.
For students without summer GE appointments who are eligible for insurance outlined in Section 1a above, the University will contribute 80% 90% of premiums. Students in each enrollment category (as established APPENDIX D) will contribute 20%-10% of the quarterly premium for their selected coverage.

Section 1c. For any yearly premium increase less than 5%, for every dollar ($1.00) the University saves relative to a 5% premium increase, the total pool used to supplement GE minimum salary shall be permanently increased by fifty cents ($0.50).

The percentage of saving relative to a 5% premium increase is calculated by taking the difference between the cost of applying the new health insurance plan to the prior year’s enrollment in the health plan and the actual cost of the prior year. Due to the nature of insurance billing, any increases to minimum salaries shall be applied at the end of Fall term and applied retroactively to the start of the term. The Union may not grieve the retroactive nature of this pay.

Section 2. LOAN FUND and PAYROLL DEDUCTION. The University will allow GEs the ability to borrow the difference between GTFF Health Plan insurance premium costs and the University’s health insurance contribution for each year to pay for the remainder of each GEs premium cost needs. All GEs will be eligible for this loan, which will be repaid to the University by means of payroll deduction. If no payroll deduction is available, GEs will be billed for repayment of outstanding loan balances. Failure to repay loans in a timely manner may result in termination of appointment, blocking of registration and/or disenrollment, late payment fees, and interest. GEs must reapply for the health insurance loan at the beginning of a term in order to receive insurance coverage using the insurance loan fund and payroll deduction. A GE must have an appointment in the term in which they apply for the loan. All insurance premium amounts loaned by the University to GEs who...
enrolled in the GTFF Health Plan will be included in the University’s Fall term lump
sum payment to the GTFF Trust.

Section 3. The GTFF Trust is solely responsible for the administration of any health
care plan it offers. The GTFF will recommend to the Trust that the GTFF Trust Board
of Trustees give voting rights to the member appointed by the University
administration.

Section 4. The University will contribute the amount of $105,797 each year for FY24,
FY25, and FY26 ninety-six thousand eight hundred twenty ($96,820) in AY 2019-
2020, ninety-nine thousand seven hundred twenty-four dollars ($99,724) in AY 2020-
2021, and one hundred two thousand seven hundred sixteen dollars ($102,716) in AY
2021-2022 $116,377 in AY2023-2024, $122,196 in AY2024-2025, $128,305 in
AY2025-2026 to cover the costs of health insurance administrative services incurred
by the GTFF Trust, including students receiving coverage through COBRA and
training grants, for each fiscal year through the end date of the current collective
bargaining agreement. This fee will be paid on September 16 or the closest business
day.

Section 5. GEs on nine-month appointments who were employed during the Spring
term and who have accepted an appointment for the following Fall term shall, upon
payment of the appropriate fee, retain access to the services of the Student Health
Center during the Summer term.

Section 6. Upon accepting a GE contract, international status graduate students shall
not be auto-enrolled in the UO's International Student insurance plan (SHBP) and not
charged for any SHBP premiums for the terms they are eligible for health insurance
under this contract—regardless of when they sign their GE contract—and given
explicit instructions how to fulfill their insurance requirements by enrolling into, and
paying for, the GTFF plan. In Week 8 of each term, GTFF will send a list of names of
any International Students who have not enrolled in the GTFF insurance plan. This
language shall appear on the GE contract regarding International GE’s insurance
requirements and enrollment processes and will be mutually drafted by the UO and
the GTFF and be clearly communicated in all offer letters to International GE's.
ARTICLE 25
RESPECTFUL WORKPLACE AND SUPPORT SERVICES

Section 1. The University agrees to fund each academic year a minimum of four six 0.49 FTE GEs to support graduate students with their specific challenges and needs. The GTFF and the University will determine the job descriptions and the duties for these GE positions. These six positions (Communications GE, LERC GE, Graduate Families GE, International Student Support GE, BIPOC Student Support GE, LGBTQIA+ Student Support GE) represent the full commitment of the University for support of GEs. These four positions succeed and replace those previously agreed to between the parties (Communications GE, Multiculturalism Service GE, LERC GE, and Graduate Families GE) and represent the full commitment of the University for support GEs.

The BIPOC and LGBTQIA+ Student Support GE positions succeed and replace the Multiculturalism and Diversity GE positions previously agreed to settlements between the parties. The LERC GE shall continue to work in and report to the Labor Education
and Research Center, and the other five positions shall continue to work in and report to the Division of Graduate Studies and per the settlements and past precedent.

Areas that have been identified as needing GE support include but are not limited to:

a. Gathering information on graduate student needs and available child-care subsidies, the person in this position will represent the GTFF on the University’s Child Care and Family Support Committee. The person in this position shall meet quarterly with the President of the GTFF or their designee and the Dean of the Graduate School or their designee. Housing costs and availability (both university-subsidized and otherwise), and housing options for international GEs

b. Providing additional resources for international students outside of the purview of the International Student & Scholar Services (ISSS)

c. Compiling food security resources

d. Career readiness resources and support for domestic and international graduate students

e. Identifying trusted local and tele-health mental health services, and survivor support services

f. Gathering information about and available child-care subsidies;

g. Providing additional support for graduate students with disabilities and/or who need support navigating accessibility services.

h. Providing additional support for any graduate students who identify as LGBTQIA+

i. Providing additional support for any graduate students who identify as Black, Indigenous or a person of color

At least one of the GEs employed in one of these positions will represent the GTFF on the University committees that support childcare and families' -Child Care and Family Support Committee. The people in these six positions shall meet quarterly with the
President of the GTFF or their designee and the Vice Provost for Graduate Studies Dean of the Graduate School or their designee.

Section 2. The Division of Graduate Studies Graduate School will maintain create a website which consolidates information on University resources necessary for new related to GE employment and the needs of various graduate student populations onboarding and retention available to the groups about the and issues identified, but not limited to, in Section 1 of this article. Graduate students will have the right to provide written input to the Division of Graduate Studies Graduate School regarding the resources listed on the website prior to the website being finalized and once at least once per year thereafter at the beginning of the academic year via a means designated by the Division of Graduate Studies Graduate School.

Section 3. Both the University and the Union acknowledge their commitment to a respectful workplace. The parties agree to adhere to the annual Respectful Workplace Memorandum jointly issued by the Office of the Provost and Human Resources. In conjunction with the annual respectful workplace notice, department heads or their designee shall discuss respectful workplace expectations at a meeting that includes faculty attendees from across the department. That discussion will cover the Respectful Workplace Memorandum, sections of ARTICLE 25 relating to workplace bullying, and how they relate to interactions with GEs; the University’s policies on romantic relationships, sections of ARTICLE 8, ARTICLE 10 and ARTICLE 13 related to prohibited discrimination and retaliation, and campus violence prevention; power dynamics between faculty members and graduate students; appropriate professional boundaries; and employment disability accommodations. Additionally, department heads or their designee shall communicate to GEs reporting lines and relevant points of contact within the department and University.
Section 4. University policies (for example, those listed in Section 3, including
discrimination and retaliation prevention policies) apply to and protect all University
employees, including GEs. These policies are located in the University’s policy
library, https://policies.uoregon.edu/.
The University follows Oregon law which may be amended during the term of this
contract. At the time of ratification, the law states that it is an unlawful practice for an
employer to discharge, demote, suspend or in any manner discriminate or retaliate
against an employee with regard to promotion, compensation or other terms,
conditions or privileges of employment for the reason that the employee has in good
faith reported information that the employee believes is evidence of a violation of a
state or federal law, rule or regulation.

Section 5. Graduate students who believe they are experiencing inappropriate
behavior but who want to consult with or receive support services from a resource
instead of or before seeking formal intervention have the following options. GEs may
access a resource or utilize an informal intervention, listed below. Some of the
resources listed below are not confidential and may have reporting obligations related
to prohibited discrimination. GEs should ask about reporting obligations before
consulting. The resources listed below are not advocates but can talk to GEs about
their options. The below options are available even if the underlying behavior is not a
policy violation or a violation of the collective bargaining agreement:

Union:

a. Graduate Employees may consult with the Graduate Teaching Fellows
   Federation.

b. Consult with their supervisor or the department head to discuss the underlying
dispute and what informal steps can be taken to address the situation;
c. Consult with the Division of Graduate Studies Graduate School to see if there are options to change, modify or remove duties or change the GE’s assignment;
d. Consult with the Office of the Dean of Students regarding support services that are available to students, like working with crisis advocates to obtain academic and job-related accommodations;
e. Consult with the Ombuds office regarding informal dispute resolution tools and options;
f. Consult with counselors in the University’s Counseling and Testing Center;
g. Consult with medical professionals at the University’s health care center;
h. Engage the Facilitated Dispute Resolution Process outlined in APPENDIX G; or
i. Consult with the University’s employee and labor relations team.
j. Consult with the Graduate Employee employed in the Office of the Dean of Students’ Sexual Violence Prevention and Education Office.

Informal Intervention:

k. One week prior to the start of classes the GE may submit a petition to the hiring unit stating their reason for requesting a reassignment. The hiring unit may inquire to the reason for the request of reassignment. The hiring unit has the final decision on reassignment. The criteria for making reassignment decisions shall be clearly laid out in each department’s General Duties and Responsibilities Statement (GDRS).
l. GEs may use sick leave pursuant to ARTICLE 29, Section 8(g).

GEs who are in immediate danger or feel unsafe should call 911. GEs experiencing discrimination or who need to report an incident of discrimination, are encouraged to contact the Office for Investigations and Civil Rights Compliance (investigations.uoregon.edu). Additionally, GEs may also report incidents to the Graduate Teaching Fellows Federation.
Section 6. Definition of workplace bullying.

Bullying is defined as written, electronic or verbal communications, behaviors or conduct, or any physical act that:

1. Places the student or employee in actual and reasonable fear of harm to the person or damage to their property, or
2. Is sufficiently severe, or pervasive that it creates a hostile work environment for the student or employee, that it interferes with the student or employee’s work or participation in university programs or activities, including academic activities, and the conduct would have such an effect on a reasonable person who is similarly situated.

This section is not intended to and will not be applied in a way that would violate rights to academic freedom and freedom of expression, nor will it be interpreted in a way that undermines a supervisor’s authority to appropriately manage their work unit. This definition reserves to the University, in furtherance of its educational mission, the right to address conduct that would not necessarily be unlawful.

Section 7. Examples of workplace bullying and disrespectful workplace:

- Verbal or psychological abuse;

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
• Behavior that intended to undermines, patronizes, humiliates, intimidates or 
demeans; and
• Acts that are motivated or could reasonably be perceived as motivated by actual 
or perceived differentiating characteristics.

Section 8. In addressing workplace bullying or violations of the University’s 
Respectful Workplace Memorandum, the reporting GE shall not be obligated to attend 
a meeting with the accused present.
ARTICLE 29
PAID AND UNPAID ABSENCES

This article addresses short and long term absences due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; bereavement; or illness or injury as a result of exposure to inappropriate behavior as detailed in ARTICLE 25, Section 5. This article also applies to the birth or adoption of a new child, and to both parents if both parents are GEs.

Section 1. Notification
Except as provided for in Sections 6, 7, and 8, it is the GE’s responsibility to complete the duties assigned to them in a given term. If it is impossible to report for work to complete assigned duties or meet a class as scheduled, the GE should notify their supervisor or other designated department faculty/staff member (e.g., department head) as early as possible and before the first assigned duty on the day to be missed.

Section 2. Missed Class
Responsibility for helping find a substitute for missed classes is as follows:

[added list formatting, section language rearranged]

a) In the case that the GE will miss a class for their own purposes (other than those described in b), they must follow the absence notification procedures outlined in their department’s GDRS. The department is responsible for finding a substitute. may ask that the GE to attempt to find a substitute. The designated department faculty/staff member will also try to find a substitute.

b) In cases where the absence is taken pursuant to Section 8, including when such leave is used due to illness or injury as a result of exposure to inappropriate behavior as detailed in ARTICLE 25, Section 5, the department will ultimately be responsible for finding a substitute, however, they may ask the GE for assistance in finding a substitute.

If no substitute is found, the department may elect to cancel the class. Whenever possible, the GE or their designee will provide the department faculty/staff member with information about the class to be covered (e.g., where they left off in the previous class).

Section 3. Missed Duties

If a GE’s workload allocation is adjusted due to the use of paid sick leave, a GE may call for a review by the department/unit head or designee.

Except as provided for in Sections 6 and 7, for duties missed not related to a class meeting, the designated department faculty/staff member or supervisor will work with the GE to determine when and how the work will be made up.

Section 4. Departmental Policy
Departments/employing units are required to have a GE absence procedure documented in the GDRS. It may also be cited in the GE/graduate student handbook, or on its website. The designated department faculty/staff member will be clearly identified in the documented procedure.

Section 5. Coverage for Absent GEs

When coverage is necessary, the employing unit will notify the Division of Graduate Studies Graduate School and the Division of Graduate Studies Graduate School will advise the employing unit regarding coverage for an absent GE. Except in addressing coverage needs resulting from absences pursuant to Section 7, no adjustments will be made that would cause a GE’s appointment to exceed .49 FTE per term.

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.

Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will either receive:

1. hourly compensation at the overtime rate of 1.5 times the substitute’s current GE pay rate

2. or will account for the hours within their regular work assignment if work as a substitute is specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual work duties for that GE.

In no instance shall a GE be required to pay for a substitute.

Section 6. Division of Graduate Studies Graduate School Consultation
If a GE misses or is going to miss more than five days in a term, the GE or their
designee must contact the Division of Graduate Studies Graduate School. The
Division of Graduate Studies Graduate School will coordinate with the GE and
employing unit on any adjustment due to the GE’s absence. Prior to adjusting a GE’s
FTE, the following factors will be considered:

1. the duration of the absence,
2. the timing of the absence;
3. the GE’s assignment;
4. the ability of the GE to perform assigned duties;
5. whether or not it is feasible to adjust the assignment of duties within the current
term;
6. in the case of an absence pursuant to Section 7, whether or not it is feasible to
adjust the assignment of duties over the course of the GE’s full appointment
period;
7. the absence’s impact on academic progress; and
8. the amount of paid sick days the GE has accrued.

Where feasible and taking into consideration the aforementioned factors, adjustments
to FTE will be applied equitably across all employing units. If there is no adjustment
of FTE under this section, the Graduate School Division of Graduate Studies will
assist the employing unit and the GE in determining duty and workload allocation
and/or use of accrued paid sick days.

Section 7. Paid Leave Oregon (PLO). Paid Leave Program. a) The Employer
University will comply with all applicable laws and regulations required by Paid
Leave Oregon (PLO), including ensuring access of all eligible bargaining unit
members to the benefits of PLO or an Equivalent Plan.
a) The Employer will pay the full costs of PLO or Equivalent Plan. The University will not deduct contributions from bargaining unit member’s pay.

b) Bargaining unit members who utilize the Paid Leave Oregon program, but do not receive 100% of their regular salary, may, if the employee chooses, use appropriately qualifying paid sick time, vacation leave, or any other paid leave available at the bargaining unit member to make up the difference.

c) To ensure continuity of pay for employees utilizing the program, the University shall offer no-interest, no-fee loans to employees who anticipate that their PLO disbursement will not be delivered by the last day of that month or will otherwise result in a disruption of their normal pay schedule. Loan offers shall be no less than the total amount of income that the employee will or may reasonably expect to miss as a result of a gap in pay. Bargaining unit members should contact the Division of Graduate Studies to request the loan. Disbursement of funds shall be made no later than seven days after the anticipated start of leave under the program.

d) To the extent required by the Paid Leave Oregon law, applicable provisions of this CBA, and state laws regulating employee benefits, bargaining unit members accessing the Paid Leave Oregon program who use eligible accrued leave hours to make up the difference between their Paid Leave Oregon benefit amount and their regular salary amount will continue to have their non-Paid Leave Oregon leave (i.e., accrued vacation and sick) gross wages accrue all benefits to which they are eligible.

Section 8.7. Family and Medical Leave
When a GE will be absent for a period of greater than five (5) consecutive working
days (one week), they may be entitled to the GE Family and Medical Leave (GEFML)
as described in this section. If a GE is eligible for both GEFML and Paid Leave
Oregon (PLO), the GEFML taken under this section is understood to run concurrently
with PLO. GEs eligible for GEFML and PLO may take GEFML and PLO in any
order. At the request of a GE, unpaid parental leave (subsection b(1) and b(2) below)
under this Section can be utilized before paid sick days. Leave taken under Paid Leave
Oregon does not count as leave under this section. GEs may take Paid Leave Oregon
leave and leave under this section in any order. Timelines for Family and Medical
Leave taken under this section are is understood to run concurrently with Paid Leave
Oregon.

a) Eligibility. Any GE who has been an employee of the University, as a GE, for
at least one term preceding the term in which the leave is requested is eligible
for leave according to the terms set forth in this section.

b) Provision. The GE shall be entitled to a total of twelve (12) work weeks of
unpaid leave during any twelve-month period for one or more of the following
reasons: (1) the birth of a child and in order to care for such child; (2)
placement of child with GE for adoption or foster care; (3) the care of a spouse
(or equivalent in accordance with Oregon state law), partner, child, or parent of
the GE if a serious health condition exists; (4) a serious health condition of the
GE which makes the GE unable to perform their duties.

In cases where such leave is When a GE takes a period of leave, including Paid
Leave Oregon OPL leave, for a duration of five (5) weeks or longer in a single
term, such leave may be taken in conjunction with an academic leave of
absence. A GE who takes such an academic leave of absence during a period of
leave shall retain their benefits as described in part (d) of this Section and will
continue to be eligible for leave under this section and Paid Leave Oregon.

After exhausting sick leave (or before exhausting sick leave in the case of unpaid parental leave under this Section), a GE who takes leave for one of these reasons has the right to shift duties and workload in a manner that allows the GE to take at least two weeks off (including sick leave) over the course of the GE’s full appointment period. If a GE exercises this right, duty and workload allocation will be determined under Section 6 of this Article. The foregoing two sentences do not affect a GE’s right under Section 6 to request additional adjustments to their duties and/or workload.

c) Notice Requirement. The GE shall provide their employer with written notice not less than thirty (30) days prior to the date of requested leave, if practicable. In the case of an emergency or unforeseen circumstance, the GE must give a verbal notice to their employer within twenty-four (24) hours of taking leave. In the case of a serious health condition, the University may request medical verification from a healthcare provider and the GE must provide such verification within fifteen (15) days of the request.

d) Benefits Retention. GEs appointed at .27 FTE or less shall retain their tuition waiver and the University shall continue to pay health care premiums during the duration of the GE's leave if the GE remains enrolled and has or will have performed works representing a minimum of .14 FTE during the term in which family and medical leave is taken. Salary will be adjusted to reflect changes in FTE.

All other GEs will retain their tuition waiver and health care benefits if they have or will perform work representing a minimum of .16 FTE during the term
in which family and medical leave is taken. Salary will be adjusted to reflect changes in FTE.

e) **Job Protection.** After returning to work after taking leave under these provisions, a GE is entitled to be restored to the position of employment held by the GE when the leave commenced, or an alternative position if the position held no longer exists. This provision will not be applicable in the case where the GE returns in a term under which they did not have an appointment or an expectation of such appointment with the University.

f) **Academic Leave of Absence.** If a GE takes an academic leave of absence after the normal filing date for declaring on leave status, the GE shall contact the [Graduate School Division of Graduate Studies](#) for assistance in obtaining a complete withdrawal for the term. Except as outlined in part (d) of this section a GE who takes an academic leave of absence will lose their tuition waiver. A GE who takes an academic leave of absence can maintain health benefits by paying COBRA premiums.

**Section 9.8.** Paid Sick Days

The parties agree that this section implements SB 454 effective January 1, 2016 and provides a benefit equal to or better than that required by the law.

a. **Eligibility.** GEs shall be eligible to use sick leave immediately upon accrual during any term in which a GE has an appointment.

b. **Work week.** Unless specified otherwise, a GE’s work week is assumed to be made up of five consecutive days (Monday through Friday) with equal hours per day reflective of their assigned FTE.
c. **Accrual.** GEs accrue three (3) work days of paid sick leave for every term of paid GE work. Actual time worked and any time on approved paid leave shall determine the pro rata accrual of sick leave credits each month. All accumulated paid sick days can be utilized during any term of employment.

d. **Bank, Compensation.** GEs can accrue a maximum of ten (10) work days of sick leave. There is no compensation for unused sick leave at any time during or after employment and hours do not transfer to non-GE positions or other institutions. When a GE uses sick leave they will be compensated at their current rate of pay. GEs cannot donate sick leave to other employees, and leave cannot be donated to GEs.

e. **Restoration.** GEs who were previously employed by the University as a GE in good academic standing and/or on an approved leave from the graduate school within the past 730 days and return to a GE position shall have previously accrued and unused sick leave credits restored.

f. **Exhaustion.** A GE who exhausts their sick leave may request unpaid leave for absences.

g. **Use.** GEs who have earned sick leave credits must use and must record the use of sick leave for any period of absence during the member’s regular work hours if the absence is due to the employee's illness, injury, pregnancy-related illness or other conditions, medical or dental care, exposure to contagious disease, or attendance upon members of the employee's immediate family (employee's parent(s), spouse or domestic partner, spouse or domestic partner’s parent(s), children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law,
or another member of the immediate household) where the employee's presence is required because of illness; or for any period of absence that is due to a death in the immediate family of the GE or in the immediate family of the GE’s spouse or domestic partner.

Sick leave may be taken in the event that a lawful public health authority declares an emergency relating to the GE’s employment, their self-care, or the care of a family member.

Sick leave may be taken in the event that the GE is ill or injured as a result of exposure to inappropriate behavior described in ARTICLE 25, Section 5; seeks legal services, law enforcement services, or medical treatment relating to domestic violence, harassment, sexual assault, or stalking for themselves or a minor child. In these cases, victim services and home relocations may also be covered by sick leave.

A GE shall record sick leave use within a reasonable time of sick leave usage. There shall be no discipline for inadvertent failures to record hours, though the employer may request the record be updated.

For the purpose of eligibility and utilization of sick days available,

a. a scheduled work day shall be defined as a day containing scheduled work commitments including, but not limited to, lectures, recitations, labs, office hours, and staff meetings;

b. for purposes of grading, a GE will use paid sick leave if a grading deadline is, or will be, missed; and
c. a paid sick day is a scheduled work day in which accrued paid time was utilized, and work hours were not completed at an alternate time.

Regardless of actual time missed by a GE on a work day, sick leave will be taken in full-day increments.

h. **Requests and Scheduled Leave.** The University must provide a GE with their accrued paid sick leave upon request when used pursuant to this section. In the event that the leave is not foreseeable, the GE must follow the absence procedures set forth by the department in the GDRS and provide an estimated amount of time that leave is expected. In the event a GE is unable to fulfill employment duties, services or obligations for reasons covered under this article, the GE will notify their supervisor (or department or unit designee) as promptly as possible so that arrangements for the absence can be made by the University. In addition, an affected GE will make reasonable efforts to assist in arrangements for another to meet their employment obligations. In no case will the GE be required to pay for such coverage. It is the responsibility of the University to find a temporary replacement.

i. **Abuse and Discipline.** Sick leave taken for reasons outside of the scope of this article may result in discipline up to and including termination. The University may only initiate a disciplinary process when the University has an articulable basis for doing so with observable evidence.

j. **Sick Leave and Family and Medical Leave.** GE’s who qualify for Family and Medical Leave pursuant to Section 7 shall use all accrued sick days leave prior to entering unpaid status, except in the cases of unpaid parental leave under Section 7. **Days of Use of paid sick days leave** counts towards the 12 weeks of
unpaid leave of Family and Medical Leave (Section 7), except in the cases of
parental leave under Section 7.

Section 10.9. Holidays
GEs cannot be required to work on the following holidays observed by the university,
except as necessary to maintain or operate critical facilities or operations. GEs who
observe religious or cultural holidays (e.g., Kwanzaa, or Lunar New Year) shall not be
unreasonably denied time off in observation of such holidays.
If a GE is required to work on a holiday for that reason, they shall receive double
hourly rate.

a. All GEs shall have the following holidays:
   o New Year’s Day
   o Martin Luther King Jr. Day
   o Memorial Day
   o Juneteenth
   o Independence Day
   o Labor Day
   o Veterans Day
   o Thanksgiving
   o Day after Thanksgiving
   o Christmas Eve
   o Christmas Day

b. GEs who observe religious or cultural holidays (e.g., Kwanzaa, or Lunar New
   Year) not enumerated above shall be able to take these days off in observation.
   GEs shall notify their supervisor 2 weeks in advance of taking a paid holiday
   under this provision.
ARTICLE XXX
Support and Resources for International GEs

Section 1. For those GEs who pay a SEVIS fee and a visa application fee to attend their current graduate program at the University of Oregon and who are employed as GE in the term in which they matriculate in their current graduate program, the SEVIS and visa fees paid by the GE will be reimbursed upon proof of payment unless that those fees have already been paid or reimbursed by another source. Instructions on how to obtain reimbursement will be posted on the Graduate School website. GE hiring units will and the International Student & Scholar Services (ISSS) will shall reach out to directly contact all international GE explaining the SEVIS and visa fee reimbursement process and provide a link to this procedural information.

Section 2. Graduate students who have been employed as GEs for three or more terms at any point while completing their graduate degree shall be eligible for reimbursement of the Employment Authorization associated with the Optional Practical Training (OPT) application if that fee has not already been reimbursed by another source. Instructions on how to obtain this reimbursement will be posted on the websites of the Division of Graduate Studies and International Student & Scholar
Section 3. Incoming GEs who need to travel internationally to attend the university may receive $500 to help cover travel to the United States. Instructions on how to obtain this reimbursement will be posted on the websites of the Division of Graduate Studies and International Student & Scholar Services (ISSS).

Section 3.2.4. The University shall provide free access to state and federal tax filing software to all international graduate students who have held GE positions in the relevant tax year. Instructions on how to access this software will be sent to all international students at least one month prior to the filing deadline.

Section 4.3.5. International GEs are eligible for financial assistance through the Graduate Student Assistance Fund as outlined in ARTICLE 30.

Section 5.4.6. All first-year international GEs shall be entitled to an additional six (6) hours of paid training in addition to the four (4) hours of required training under section 3 of Article 31. Under Article 31, Section 4, the University shall provide an optional training program aimed at international GEs that addresses, but will not be limited to, the following: 1. Increasing knowledge and proficiency in University IT systems and other U.S.-based systems; 2. U.S. workplace communication and cultural adaptation strategies. 3. Instruction in course management software (e.g., Canvas). 4. Teaching Engagement Program (TEP) workshops. All first-year international GEs will be compensated in accordance with Section 4 of Article 31 for any time spent in these trainings.
Section 6. The University shall make housing units available for all incoming international GEs. The University will give notice to international GEs about their housing placements within 30 days of the GE signing their offer letter. Information on UO housing opportunities and application deadlines will be provided at the time of their initial offer.

Section 7.5.8. International GEs may contact International Student & Scholar Services (ISSS) or their program of admission about the provision of a mailing address. Instructions on receiving a temporary or short-term mailing address will be provided to international applicants at the time of their initial offer. Upon acceptance of admission, hiring units shall provide and manage a mailing address which international GEs can use for the following six months.

Section 8. The University shall facilitate a sell-and-swap procedure for International GEs to buy or exchange furniture, housing appliances, and other commodities among themselves. The University agrees to provide storage space for these materials.
LETTER OF AGREEMENT

ARTICLE XXXX

CAREGIVING SUPPORT

Section 1. The University is committed to supporting GEs in addressing their caregiving needs. Support in the contract includes but is not limited to:

a. Non-Discrimination (Article 8);
b. Accommodations and lactation spaces (Article 10);
c. Health insurance (Article 24);
d. Support services (Article 25);
e. Leaves (Article 29);
f. Graduate student assistance fund (Article 30);

Section 2-1. All GEs who are parents or expecting parents will have the same membership access to Care.com as other UO employee groups faculty-to-support caregivers in identifying individualized care providers and support.
Section 3.1. The University will continue to provide and maintain the UO Care Provider Network, subject to any changes in the offering that would impact other UO employee groups.

Section 3. Each year, the University will provide financial awards to GEs to mitigate the impacts of university business and/or travel on GEs and their families. Expenses covered by this fund may include any incremental costs that a GE bears due to university-related work, including but not limited to:

a. Additional dependent care at home;
b. Transportation of the dependent as well as a caregiver to a conference or meeting location;
c. On site dependent care at a conference or meeting;
d. Expenses related to storing and shipping expressed milk during travel, etc.

Applications for these financial awards will be accepted on a rolling basis during the calendar year. Each GE may receive up to $1,000 each calendar year. When requested, GEs may receive up to 50% of their award up front. Any remaining requested funds shall be distributed by the University through reimbursement upon receiving documentation of costs incurred by the GE. Documentation includes but is not limited to:

a. Email notice and/or confirmation of university business (e.g., conference presentation, meeting invitation, meeting agenda)
b. Receipt or invoice for goods and/or services received

Section 4. GEs are eligible for financial assistance for childcare through the Graduate Student Assistance Fund as outlined in ARTICLE 30. Financial assistance is available through the Graduate Student Assistance Fund for medical issues for a GE, spouse, child, or parent, and childcare expenses (See Article 30). GEs caring for a spouse, registered domestic partner, or parent who is experiencing a serious medical

*GTFF reserves the right to add to, modify, or amend proposals during the course of negotiations*
condition, or GEs with children 13 years of age or younger or children with
disabilities will be eligible for a minimum of $1,000 per year per child through the
fund.

Section 5. UO shall reserve a minimum of thirty (30) spots for children of GEs at UO
childcare facilities. UO will communicate information about childcare options for
GEs and appropriate deadlines to sign up for reserved spots at least three (3) months
prior to the start of each term. Additionally, the University shall maintain full staffing
at all UO childcare facilities to ensure GE access to all reserved GE spots. Graduate
students are will be eligible to apply for UO subsidized childcare upon acceptance to
UO. Eligibility will continue throughout the summer term regardless of employment
or student status, contingent upon the expectation they will return to work at the
University the following fall.

Section 5. This Letter of Agreement expires on June 15, 2026.
ARTICLE XX

EXPENSE REIMBURSEMENT

Section 1. GEs who are required by their hiring unit to travel for university business for purposes that directly support University research as a part of their employment position may request a UO One Card for convenience, security, and flexibility when paying for business travel expenses. GEs are exempt from the 0.50 FTE eligibility requirement and must agree to and comply with all UO One Card and travel related policies. The University shall promptly reimburse GEs for their approved expenses (e.g., travel, etc.). GEs shall be responsible for timely submission of their expenses. For eligible expenses greater or equal to $500, reimbursement shall be paid within 1 month of receiving documentation of the expenses. For eligible expenses less than $500, reimbursement shall be paid within 15 business days of receiving documentation of the expenses. The day the expense report is submitted does not count toward the deadlines above. If any individual expense(s) in a report is denied, the University is required to reimburse any remaining approved expenses as directed by the above timelines.
Section 2. The University shall promptly reimburse GEs for their approved expenses (e.g., travel, etc.) in a timely manner. GEs shall be responsible for the timely submission of their expenses. For expenses other than those in Section 1, to the extent possible, hiring units are encouraged to incur expenses directly rather than requiring GEs to incur the expense and request reimbursement. Reimbursement shall be paid within one month of receiving documentation of the expenses. The day the expense report is submitted does not count toward the deadlines above. If any individual expense report is returned to the submitter for further documentation within the 1-month period, the timeline will be reset based on the date the reimbursement is resubmitted. If reimbursement has not been received after fifteen (15) days, GEs are encouraged to contact Employee and Labor Relations as to the status of their reimbursement. After 45 days, UO will pay interest charges of 1% per month on the total reimbursement due to the submitter. After thirty (30) days, the university shall be liable for any costs incurred by the GE as a result of late reimbursement, including but not limited to overdraft fees, late fees assessed for rent, or other household bills. If the University fails to reimburse any GE by the timeline indicated above, the University shall be liable for any costs incurred by the GE as a result of late reimbursement, including but not limited to overdraft fees, late fees assessed for rent, or other household bills. If the University is more than five days late in issuing GE reimbursement, the University shall also provide affected GEs with $50 per day until their full reimbursement is issued.
GTFF 3544
Final Offer 2023

COST SUMMARY
## COST SUMMARY FORM

**Projected Increase/Decrease in Each Year**  
(Add or shade unused columns as needed)

<table>
<thead>
<tr>
<th>Proposal Description</th>
<th>Current Cost</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total Projected Increase / Decrease</th>
<th>Explain calculations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 09 - Work Agreement</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>These articles have no clearly discernible or quantifiable costs that would allow meaningful cost estimates.</td>
</tr>
<tr>
<td>Article 17 - Appointments/Reappointments</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>These articles have no clearly discernible or quantifiable costs that would allow meaningful cost estimates.</td>
</tr>
<tr>
<td>Article 19 - Summer Term Hourly GEs</td>
<td>$68,640.00</td>
<td>$71,261.76</td>
<td>$16,629.16</td>
<td>$12,450.90</td>
<td>$100,341.82</td>
<td>Assumes 75 hourly GEs at .13FTE. Current cost is estimated cost of hourly grad students.</td>
</tr>
<tr>
<td>Article 19 - Summer Term Fees</td>
<td>$43,233.00</td>
<td>$22,827.07</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$22,827.07</td>
<td>Mandatory UO fees during the summer term.</td>
</tr>
<tr>
<td>Article 22 - Salary</td>
<td>$29,833,976.00</td>
<td>$4,371,724.00</td>
<td>$3,781,900.00</td>
<td>$3,018,600.00</td>
<td>$11,172,224.00</td>
<td>Across the board increases applied then adjusted to min levels. Assuming no late payments necessary.</td>
</tr>
<tr>
<td>Article 23 - Tuition Waiver (excluding student fees)</td>
<td>$23,502,694.00</td>
<td>$940,107.76</td>
<td>$977,712.07</td>
<td>$1,016,820.55</td>
<td>$2,934,640.38</td>
<td>Tuition remission for GEs in academic year. 4% increase for 2023, 4% increase for 2024.</td>
</tr>
<tr>
<td><strong>TOTAL (for each column)</strong></td>
<td>$53,448,543.00</td>
<td>$5,405,920.59</td>
<td>$4,776,241.23</td>
<td>$4,047,871.45</td>
<td>$14,230,033.27</td>
<td></td>
</tr>
</tbody>
</table>

For ERB Use Only  
Case No. **ME-037-23**  
Date Filed **10/26/23**
### COST SUMMARY FORM

**Projected Increase/Decrease in Each Year**

*add or shade unused columns as needed*

<table>
<thead>
<tr>
<th>Proposal Description including Article or Section Numbers</th>
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</thead>
<tbody>
<tr>
<td>Article 23 - Tuition Waiver (st)</td>
<td>$3,121,499.00</td>
<td>$274,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$274,500.00</td>
<td>Mandatory UO fees during the academic year.</td>
</tr>
<tr>
<td>Article 24 - Health Insurance</td>
<td>$9,312,905.48</td>
<td>$279,694.80</td>
<td>$479,629.16</td>
<td>$1,427,915.02</td>
<td>$2,187,238.98</td>
<td>Costing reflects increases in health insurance administration costs and increases in UO contribution to summer premiums.</td>
</tr>
<tr>
<td>Article 25 - Respectful Workplace &amp; Support Services</td>
<td>$85,226.94</td>
<td>$98,144.16</td>
<td>$10,611.26</td>
<td>$9,279.03</td>
<td>$118,034.44</td>
<td>6 GE positions; cost per year increases due to salary hike.</td>
</tr>
<tr>
<td>Article 29 - UO Contribution to OPLA</td>
<td>$136,822.80</td>
<td>$0.00</td>
<td>$15,127.60</td>
<td>$12,074.40</td>
<td>$27,202.00</td>
<td>Cost of OPL, adjusted for salary increases.</td>
</tr>
<tr>
<td>Article 29 - Paid and Unpaid Absences</td>
<td>$5,607.27</td>
<td>$1,177.53</td>
<td>$814.18</td>
<td>$607.92</td>
<td>$2,599.62</td>
<td>Avg. cost of sick days per year (2019) is $5,607 (info request). Adjusted for salary increases.</td>
</tr>
<tr>
<td>Article 31 - GE Training and Professional Development</td>
<td>$30,512.52</td>
<td>$3,661.50</td>
<td>$4,100.88</td>
<td>$3,061.99</td>
<td>$10,824.38</td>
<td>4 hours of paid training based on GEII salaries. Approx. 340 new GEs per year</td>
</tr>
</tbody>
</table>

**TOTAL (for each column)**                          | $12,692,574.01 | $657,177.98 | $510,283.07 | $1,452,938.36 | $2,620,399.42 |
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<td>Article XX1 - Support &amp; Resources for International GEs</td>
<td>$46,360.00</td>
<td>$62,320.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$62,320.00</td>
<td>80 new international GEs per year and 380 total international GEs covering OPT, SEVIS, avg Visa costs, and Sprintax state &amp; federal software.</td>
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<tr>
<td>Article XX2 - Caregiving Support Article</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Any increase is speculative as it depends on qualifying events occurring. As a result, any such impact is speculative.</td>
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<tr>
<td>Article XX3 - Expense Reimbursement</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Any increase is speculative and in control of the employer.</td>
</tr>
</tbody>
</table>

| TOTAL (for each column) | $46,360.00 | $62,320.00 | $0.00  | $0.00  | $0.00 |
**COST SUMMARY FORM**

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</tr>
<tr>
<td>COSTING TOTAL PAGE 2</td>
<td>$12,692,574.01</td>
<td>$657,177.98</td>
<td>$510,283.07</td>
<td>$1,452,938.36</td>
<td>$2,620,399.42</td>
</tr>
<tr>
<td>COSTING TOTAL PAGE 3</td>
<td>$46,360.00</td>
<td>$62,320.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$62,320.00</td>
</tr>
<tr>
<td>TOTAL (for each column)</td>
<td>$66,187,477.01</td>
<td>$6,125,418.57</td>
<td>$5,286,524.30</td>
<td>$5,500,809.81</td>
<td>$16,912,752.69</td>
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