The University 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 three two four weeks prior to the start of classes, including the provision of assigned syllabi and associated course materials where applicable. Hiring units shall apprise the following GEs of their course assignments...
University of Oregon Final Offer (October 26, 2023), GTFF Negotiations. The University reserves the right to add to, modify, or amend proposals during the course of negotiations.

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 template reflecting the increase shall be completed by the hiring unit. 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 form is to foster clear communication and transparency of expectations. The workload allocation template form 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 form, including revisions that may be needed due to course enrollment.
changes. If the template is used, the GE will be provided a copy of each completed workload allocation template form and any revisions to the workload allocation template form. 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 grieved. 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 GEs 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.
The University reserves the right to add to, modify, or amend proposals during the course of negotiations.

Discrimination Grievance Procedures online

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.

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

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 and/or co-workers, safety training, and any other duties included in the GE work assignment for both academic year and summer term appointments.

Hiring units are required to update their GDRSs within 90 days of ratification of a new CBA to reflect any new or revised requirements of the CBA. The Division of Graduate Studies will notify hiring units of any required changes and oversee the collection of new GDRSs. GDRSs shall be valid for the period of the CBA.

Except by mutual agreement of UO and the GTFF, GDRS revisions shall be submitted to the Graduate School by May 15 of each year. If a hiring unit needs to make GDRS revisions prior to the ratification of the next CBA, these revisions shall be submitted.
to the Division of Graduate Studies by May 15 prior to the following academic year. By April 1 of each year, the University shall notify GEs of how to access the GDRS documents and 2) that GEs may submit proposed revisions or feedback to the department by April 15. If a hiring unit needs to make GDRS revisions prior to the ratification of the next CBA, these revisions shall be submitted to the Division of Graduate Studies by May 15 prior to the following academic year. The University will notify the GTFF of University-wide required changes to GDRS documents. A copy of the revised GDRS will be forwarded to the GTFF.

Section 7. The Division of Graduate Studies Graduate School 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 Graduate School 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 (15 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) to graduate students by sending letters of appointment (NOAs). 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 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** will be awarded a Graduate Employee appointment, except in emergency situations or 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 for research, teaching (e.g., grading, lab assistant, discussion leader), or administrative duties must be paid an hourly rate no less than the minimum salary rate for a GE 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. 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.
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 GEs 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 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.

1. **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), 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. GEs 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 0.20 FTE 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 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 6. Summer hourly GEs may not be employed for more than 0.2 FTE. Summer Hourly GE positions maintain health insurance with the 20% summer cost-share under Article 24. If a GE with a Summer Hourly GE Summer appointment exceeds 0.25 FTE (40 hours) 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>

*If a GE with an 80 / 20 cost share exceeds 0.25 FTE (40 hours) 0.20 FTE (32 hours) in a GE Summer Hourly position 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.

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 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 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 tuition and 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:

a) fiscal year appointments (i.e., one appointment for July 1 – June 30);

b) appointments in any two quarters of the preceding academic year; or

c) 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 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.
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 0.25 0.30 FTE for a full quarter. Effective September 16, 2025 the minimum allowable appointment for GE positions shall be 0.3 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 0.20 FTE to 0.249 FTE may be grandparented at that FTE through the duration of that commitment and are not subject to the 0.25 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 a .50 FTE appointment, a GE will be assigned employment responsibilities that do not exceed a maximum of 215 249 hours for the quarter, or with the mutual consent of the GE and the employing department, program or administrative unit, 646 656 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 .20 .40 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 110 88 175...
hours of work 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>
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<tr>
<td>0.40</td>
<td>175</td>
<td>16</td>
<td>26.3</td>
</tr>
<tr>
<td>0.50</td>
<td>249</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 FTE appointment
4 or 5 credit classes - minimum 0.49 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 ratification date (whichever is later)</td>
<td>3.5% 3% 2% 13%</td>
</tr>
<tr>
<td>September 16, 2024</td>
<td>2.75% 2.5% 2% 8%</td>
</tr>
<tr>
<td>September 16, 2025</td>
<td>2.75% 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 10.25% 8% 21% 5.5% 26% 4.0% 3.0% as follows:

<table>
<thead>
<tr>
<th>Base Rates</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>$38,599</td>
<td>$43,605</td>
<td>$46,043</td>
</tr>
<tr>
<td>One Month Base Rate (1.0 FTE)</td>
<td>$4,289</td>
<td>$4,845</td>
<td>$5,116</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.20 FTE)</td>
<td>$858</td>
<td>$969</td>
<td>$1,023</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.25 FTE)</td>
<td>$1,072</td>
<td>$1,211</td>
<td>$1,279</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.30 FTE)</td>
<td>$1,287</td>
<td>$1,453</td>
<td>$1,535</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.35 FTE)</td>
<td>$1,501</td>
<td>$1,696</td>
<td>$1,791</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.40 FTE)</td>
<td>$1,715</td>
<td>$1,938</td>
<td>$2,046</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.45 FTE)</td>
<td>$1,930</td>
<td>$2,180</td>
<td>$2,302</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.49 FTE)</td>
<td>$2,101</td>
<td>$2,374</td>
<td>$2,507</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 GEs who earn above these minimum levels on September 16, 2019 2023, shall increase by 1.4% 16%. Effective September 16, 2024 2020, 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 3.75% 42% 15% 3.5% 2.65% 16% 3.0% as follows:

<table>
<thead>
<tr>
<th>Base Rates</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>$40,046</td>
<td>$45,240</td>
<td>$47,769</td>
</tr>
<tr>
<td>One Month Base Rate (1.0 FTE)</td>
<td>$4,450</td>
<td>$5,027</td>
<td>$5,308</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.25 FTE)</td>
<td>$1,112</td>
<td>$1,257</td>
<td>$1,327</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.30 FTE)</td>
<td>$1,335</td>
<td>$1,508</td>
<td>$1,592</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.35 FTE)</td>
<td>$1,557</td>
<td>$1,759</td>
<td>$1,858</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.40 FTE)</td>
<td>$1,780</td>
<td>$2,011</td>
<td>$2,123</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.45 FTE)</td>
<td>$2,002</td>
<td>$2,262</td>
<td>$2,388</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.49 FTE)</td>
<td>$2,180</td>
<td>$2,463</td>
<td>$2,601</td>
</tr>
</tbody>
</table>
One quarter salary rates for GEs who earn above these minimum levels on September 16, 2020 2024 shall increase by 1.4%–11%.

Effective September 16, 2025 2021, 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 3.75% 3.5% 8% 3% 10% 2.65% 10% 3.0% as follows:

<table>
<thead>
<tr>
<th>Base Rates</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>$41,548</td>
<td>$46,937</td>
<td>$49,561</td>
</tr>
<tr>
<td>One Month Base Rate (1.0 FTE)</td>
<td>$4,616</td>
<td>$5,215</td>
<td>$5,507</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.25 FTE)</td>
<td>$1,154</td>
<td>$1,304</td>
<td>$1,377</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.30 FTE)</td>
<td>$1,385</td>
<td>$1,565</td>
<td>$1,652</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.35 FTE)</td>
<td>$1,616</td>
<td>$1,825</td>
<td>$1,927</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.40 FTE)</td>
<td>$1,847</td>
<td>$2,086</td>
<td>$2,203</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.45 FTE)</td>
<td>$2,077</td>
<td>$2,347</td>
<td>$2,478</td>
</tr>
<tr>
<td>Monthly Minimum (Gross at 0.49 FTE)</td>
<td>$2,262</td>
<td>$2,555</td>
<td>$2,698</td>
</tr>
</tbody>
</table>

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.
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 FTE for a full quarter.

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 GEs 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 GEs with $25 per day until their full salary is issued.

Section 7-8.5: For GEs 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>Term</th>
<th>Dates</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 month</td>
<td>7/1 - 6/30</td>
<td>12 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>Dates</th>
<th>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
University of Oregon Final Offer (October 26, 2023), GTFF Negotiations. The University reserves the right to add to, modify, or amend proposals during the course of negotiations.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall/Winter</strong></td>
<td>9/16 - 3/15‡</td>
<td>Sep and Mar ½ month; Oct - Feb full month</td>
</tr>
<tr>
<td><strong>Winter/Spring</strong></td>
<td>12/16 - 6/15‡</td>
<td>Dec and Jun ½ month; Jan - May full month</td>
</tr>
</tbody>
</table>

SUMMER TERM

| Summer         | 6/16 - 9/15‡  | June and Sep ½ month; July - Aug full month |

Appointment dates in the tables above are approximate. Actual working dates may vary 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.
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 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. For the duration of this contract, university-wide mandatory student body fees for GEs 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:
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 GEs whose first term as GEs is the term in which they matriculate. All fees for any course, lab, or certification will be covered by the University.

<table>
<thead>
<tr>
<th>University Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>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”).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GE Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>$61 of the incidental fee and approved laboratory or course fees as described in the University fee book (i.e., “fees for related to equipment, materials, field trips, or ancillary services consumed by the student as part of course instruction where the equipment or material is not readily available for purchase through a private the bookstore or other external...”</td>
</tr>
</tbody>
</table>

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The University will notify the GTFF four (4) weeks in advance of public hearings regarding changes to fees, including course fees, to facilitate GTFF input to this process.

**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 of their degree shall be certified by the university to be engaged in Full Course of Study for the purposes of 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% - 95% of premiums. Students in each enrollment category (as established APPENDIX D) will contribute 20% - 5% 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 have 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 dollars ($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 AY 2023-2024, $128,014 in AY 2024-2025, $140,816 in AY 2025-2026 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 GEs.
ARTICLE 25

RESPECTFUL WORKPLACE AND SUPPORT SERVICES

Section 1. The University agrees to fund each academic year a minimum of four-five six 0.49 FTE GE\'s to support graduate students with their specific challenges and needs. The support GE positions shall be as follows: Communications GE, Multiculturalism Services GE, LERC GE, Diversity & Retention GE, and the Graduate Families GE. 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 GE\'s. These four positions succeed and replace those previously agreed to between the parties (Communications GE, Multiculturalism Service GE, LERC GE, Diversity & Retention GE, and Graduate Families GE) and represent the full commitment of the University for support GE positions under the Agreement.

For the 2023-24 academic year, the University will fund a total of five support GE positions as follows: Communications GE, Multiculturalism Services GE, LERC GE, Diversity & Retention GE, and the Graduate Families GE. Positions in future academic years will be determined consistent with the paragraph above to allow for mutually agreed upon support GE positions that are responsive to GE\'s changing needs and shared interests between the GTFF and the University. 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. To 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.
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.
University Resources:

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 Graduate 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.

1. places the student or employee in actual harm; and
2. places the student or employee in reasonable fear of harm to the person;
3. creates a hostile work environment for the student or employee; or
4. results in damage to their property or; (2) is sufficiently severe, or pervasive that it
5. interferes with the student or employee’s work or participation in university programs or activities, including academic activities;,
6. 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
Section 7. Examples of workplace bullying and disrespectful workplace:

- Verbal or psychological abuse;
- Behavior that intended to undermine, patronize, humiliate, intimidate, or demean; 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:

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. 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:

[Start formatting change]

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. [End formatting change]

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 7.8. 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. 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 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. 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 8 9.** 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.** GEs who qualify for Family and Medical Leave pursuant to Section 7 shall use all accrued sick days 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 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:
   - New Year’s Day
   - Martin Luther King Jr. Day
   - Memorial Day
   - Juneteenth
   - Independence Day
   - Labor Day
   - Veterans Day
   - Thanksgiving
   - Day after Thanksgiving
   - Christmas Eve
   - 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.
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 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;

e. 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 and other sources available on the website of the Division of Graduate Studies. 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 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 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 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 GEs 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 those fees have already been paid or reimbursed by another source. Instructions on how to obtain a reimbursement will be posted on the Graduate School website. GE hiring units will and the International Student & Scholar Services (ISSS) will shall reach out directly contact all international GEs 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 Services (ISSS). Reimbursement shall be provided upon the graduate student’s graduation.

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 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 3-5. International GEs are eligible for financial assistance through the Graduate Student Assistance Fund as outlined in ARTICLE 30.

Section 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 7. 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.

Section 5-8. International GEs may contact International Student & Scholar Services (ISSS) or their program of admission about the provision of a mailing address. 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.
ARTICLE XX
EXPENSE REIMBURSEMENT

Section 1. GEs who are required 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 30 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. 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.
### Projected Increase/Decrease in Each Year

<table>
<thead>
<tr>
<th>Proposal Description including Article or Section Numbers</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>
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</thead>
<tbody>
<tr>
<td><strong>Article 22 Salary</strong>&lt;br&gt;Section 1 FTE Increase</td>
<td>$30,298,399  (GE Salary Base)</td>
<td>$0</td>
<td>$103,597</td>
<td>$0</td>
<td>$103,957</td>
<td>Increase FTE of all 0.20 FTE appointments to 0.25 FTE.</td>
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<td><strong>Article 22 Salary</strong>&lt;br&gt;Section 2 Across the Board Salary Increases</td>
<td>$30,298,399  (GE Salary Base)</td>
<td>$1,065,719</td>
<td>$904,573</td>
<td>$936,129</td>
<td>$2,906,420</td>
<td>Year 1 ATB Salary Increase: 3.5%&lt;br&gt;Year 2 ATB Salary Increase: 2.75%&lt;br&gt;Year 3 ATB Salary Increase: 2.75%</td>
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<tr>
<td><strong>Article 22 Salary</strong>&lt;br&gt;Section 3 Salary Minimums Increases</td>
<td>$16,099,406  (GE Salary Base at Minimums)</td>
<td>$1,274,773</td>
<td>$242,908</td>
<td>$262,217</td>
<td>$1,779,897</td>
<td>Year 1 Salary Min Increase: 10.25%&lt;br&gt;Year 2 Salary Min Increase: 3.75%&lt;br&gt;Year 3 Salary Min Increase: 3.75%&lt;br&gt;‘Current Cost’ of Section 3 is a portion of Art. 22 Section 2, the totals below for that column are therefore not cumulative.</td>
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<td><strong>Article 22 Salary Total</strong></td>
<td>$30,298,399</td>
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<td>$1,251,437</td>
<td>$1,198,346</td>
<td>$4,790,275</td>
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<td><strong>International GE Article</strong></td>
<td>$0</td>
<td>$13,280</td>
<td>$0</td>
<td>$0</td>
<td>$13,280</td>
<td>Visa application fee of $160 x 83, the average number of first year International GEs.</td>
</tr>
<tr>
<td><strong>International GE Article</strong></td>
<td>$0</td>
<td>$10,140</td>
<td>$0</td>
<td>$0</td>
<td>$10,140</td>
<td>State tax filing code of $30 x 338, the average number of International GEs.</td>
</tr>
<tr>
<td><strong>International GE Article Total</strong></td>
<td>$0</td>
<td>$23,420</td>
<td>$0</td>
<td>$0</td>
<td>$23,420</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL (for each column)</strong></td>
<td>$30,298,399</td>
<td>$2,363,912</td>
<td>$1,251,078</td>
<td>$1,198,346</td>
<td>$4,813,694</td>
<td></td>
</tr>
</tbody>
</table>