General Duties and Responsibilities Statement for Graduate Employees in the School of Journalism & Communication

Revised March 2024

About This Document
Article 9 of the UO-GTFF Collective Bargaining Agreement (CBA) requires that each department or employing unit prepare a General Duties and Responsibilities Statement (GDRS) describing the conditions under which GE assignments are made. The relationship between graduate employees (GEs) and the University is governed by the CBA. This GDRS details the policies and procedures of this hiring unit (hereafter referred to as “the unit”).

The individual who shall oversee the implementation of this GDRS is Julianne H. Newton, Doctoral Program Director.
Availability of Graduate Employee Positions

GE assignments in this unit may include:
- Instructor of Record
- Laboratory/Discussion Section Leader
- Research GE
- Administrative GE

Academic Year Appointments
The availability of GE appointments for the upcoming academic year is typically determined as follows:

During Fall term, the Division of Graduate Studies informs the Dean of the number of “base GE terms” for the following academic year. GE positions that have been previously awarded to specific students as part of their recruitment to the university will be filled first. The remaining positions will be assigned as described below in the Application Process section.

Summer Term Appointments
The availability of GE appointments for the upcoming summer term is typically determined as follows:

Depending on undergraduate enrollment needs and funding availability, doctoral students may be hired for the summer for teaching, research, or administrative duties. Summer GE appointments will be prioritized for continuing doctoral students.

For teaching assignments, the SOJC Summer Session Appointments and Assignments policy from March 2017 prioritizes first through third-year doctoral students.

The summer assignment process will usually be completed in Spring term using the protocol outlined below. Master’s students are generally not hired by the unit for the summer term.
Eligibility, Application, and Selection

Appointments and Reappointments
In accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term to determine if they are adequately qualified for a GE position.
- Reappointments are not automatic and not guaranteed.
- At the time of admission, incoming Communication and Media Studies Ph.D. students are typically provided with four consecutive years of GE funding, contingent on maintaining satisfactory academic progress. The admissions committee selects doctoral students, who are offered GE positions, based on application materials including a CV, personal statement, writing sample, and letters of recommendation. An interview may also be conducted.
- On occasion, at the time of admission or shortly thereafter, incoming Communication and Media Studies master’s students may be offered or invited to apply for GE funding, which is contingent on maintaining satisfactory academic progress. The selection committee awards GE positions to incoming Communication and Media Studies master’s students based on application materials that may include a CV, personal statement, writing sample, and letters of recommendation. An interview may also be conducted.
- Under exceptional circumstances, such as shifting enrollment needs or a shortage of available GEs, professional master’s students may be offered one or more terms of GE funding. The Doctoral Program Director or the Director of Graduate Affairs & Student Experience will email students about the application process. Applicants will be asked to submit materials which may include a CV, cover letter, and at least one letter of recommendation. An interview may also be conducted. The Doctoral Program Director and two rotating faculty members will select GEs from this pool of applicants.
- In the case of the continuation of a particular position, the same student may continue in the GE position without any new announcement of the position.

GEs should not expect more terms of GE funding than they were awarded at the time of admission. If there is an opportunity to apply for additional terms of GE funding beyond what was offered at the time of admission (contingent on maintaining satisfactory academic progress), Communication and Media Studies students will be notified by the end spring term.
Any additional funding will depend on factors including the “base GE allocation” the SOJC is provided by the University; curricular needs and expected undergraduate enrollment; the number of anticipated grant-funded GE positions, if any; and the number of incoming Communication and Media Studies doctoral students and master’s students who have been offered GEs and indicated their intention to accept our offer of admission by the annual decision deadline. For doctoral students that deadline is April 15.

If there is an opportunity to apply for additional terms of GE funding, GEs will be asked to submit application materials, which may include a cover letter, CV, brief teaching philosophy, letters of recommendation, as well as supplementary materials such as teaching evaluations. An interview may also be conducted.

**What Counts Toward Guaranteed Funding Offers**
The years of funding offered to a graduate student upon admission consist of all forms of university support including but not limited to GE appointments in the academic unit and outside the academic unit. Most large external fellowships also count toward the years of guaranteed funding. Before applying for and accepting an external fellowship, a graduate student should contact their Department Head or Director of Graduate Studies to learn more about how external funding will affect their years of funding guaranteed upon admission.

**Standing Committee**
Per the GTFF CBA, each hiring unit that appoints GEs shall have a standing committee, made up of at least three members, to evaluate GE applications.

The SOJC PhD Advisory Committee reviews all applications for the Communication and Media Studies doctoral and master’s programs, a process that determines who will receive GE funding on admission to a program. Committee members are six members of the graduate faculty, including the Doctoral Program Director (chair); and the Director of Graduate Affairs & Student Experience (ex officio).

Summer and emergency GE appointments are handled through a separate process (see below). For summer and emergency GE appointments, a standing committee, made up of at least three members, will evaluate GE applications.

**Open GE Postings and Application Process**
Students may search the Division of Graduate Studies [GE postings website](#) for open GE jobs across the university. All open GE positions are posted to this website for a minimum of 10 days.

Information about the availability of GE assignments in the School of Journalism and Communication will be shared with graduate students in the following ways:
• For GE positions offered during the following academic year, the Doctoral Program Director or the Director of Graduate Affairs & Student Experience will email doctoral students during spring term to let them know if there will be an application process to apply for additional terms of GE funding.

• For tentative summer GE positions, the Doctoral Program Director or the Director of Graduate Affairs & Student Experience will email doctoral students during winter term to let them know if there will be an application process for tentative summer GE positions.

• On occasion, emergency appointments may be necessary. For GE positions that become available during the current academic year due to exceptional or emergency circumstances, the Doctoral Program Director or the Director of Graduate Affairs & Student Experience will email students about the application process. Applicants will be asked to submit materials which may include a CV, cover letter, and at least one letter of recommendation. An interview may also be conducted. Please note that new GE positions typically only become available during the current academic year due to exceptional circumstances, such as a vacated GE position. As such, there may be a short window of time to apply for an emergency GE position, which may be limited in duration to one term.

**General Eligibility Requirements**
To hold a GE appointment at the UO, a student must be an admitted, full-time (9 credits per term) master’s or doctoral student in good academic standing. University requirements for good academic standing are detailed on the Division of Graduate Studies website, and academic program requirements for good academic standing are detailed in the SOJC Graduate Student Handbook, available here: [https://sojcestudent.uoregon.edu/graduate/student-handbook/](https://sojcestudent.uoregon.edu/graduate/student-handbook/)

In addition, the SOJC requires that a GE maintain their studies in residency at the UO during each term of appointment. Exceptions to this requirement will be considered only under exceptional circumstances. To request an exception to this requirement, please contact the Doctoral Program Director and the Director of Graduate Affairs & Student Experience.

Students will be considered in the following order:

1. Ph.D. students

2. Master's students in Communication and Media Studies

3. Master's students in SOJC professional programs under exceptional circumstances.

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

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
Ph.D. students: maximum four years total GE funding, with the possibility of additional appointments if the need arises and funding is available. *See the application process, if additional GE terms are available, mentioned above.

Master's students - maximum two years total GE funding, with the possibility of additional appointments if the need arises and funding is available.

**Selection Criteria**

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to general and specific assignment eligibility criteria.

**General Criteria**

- **Academic Credentials.** For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the school, candidates may be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

- **Recommendations from academic or work supervisors.** Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE’s supervisor, the committee must consider the other appointment or reappointment criteria.

- **Previous experience.** For teaching GE positions, having previously taught or taken the course where the GE position is offered or having required expertise in the course content. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

- **Interviews.** Finalists may be interviewed and evaluated based on their performance and responses.

**Specific Assignment Type-Related Criteria**

**Instructor of Record**

- Experience assisting with the course
- Interest and expertise in course topic
- Area head or faculty request for a particular GE

**Laboratory/Discussion Section Leader**

- Interest and expertise in course topic
- Area head or faculty request for a particular GE
Teaching Assistant
- Interest and expertise in course topic
- Area head or faculty request for a particular GE

Research Assistant
- Interest and expertise in topic
- Faculty request to work with a particular GE
- Ongoing collaboration with a particular GE

Administrative GE
- Relevant professional and academic background

**Satisfactory Progress Requirements**
All graduate students are subject to University and academic program standards for satisfactory academic progress. You can find those policies here:

- Division of Graduate Studies Satisfactory Progress Policy
- SOJC Graduate Student Handbook

**Evaluation of GE Performance**
At the end of each term, the Doctoral Program Director asks supervising faculty members to evaluate GE performance using this form [https://bpb-us-e1.wpmucdn.com/blogs.uoregon.edu/dist/1/16583/files/2022/05/GE-evaluation-final-May-22.pdf](https://bpb-us-e1.wpmucdn.com/blogs.uoregon.edu/dist/1/16583/files/2022/05/GE-evaluation-final-May-22.pdf)

The evaluation may include evaluative statements made by faculty members with whom the GE has worked. These give an appraisal of the GE’s performance in carrying out their responsibilities and are based on faculty members’ observations. The criteria considered in the evaluations include:

- responsible, dependable, helpful, cooperative work practices
- effective communication with students and between GE and supervising instructor,
- the timely and effective discharge of all duties, such as leading laboratory or discussion sections, maintaining office hours, grading of exams and papers, and assistance with presentations, in-class activities, etc.

Prior notice of evaluative observations is not required. The GE will be told either at the beginning of or immediately following the class that an observation or evaluation is to be or has been made.
Mandatory GE Training Requirements

Article 31 of the CBA requires that all GEs complete (a) a workplace harassment and discrimination training and (b) four hours of required employment training during the first academic term in which a GE begins their first GE appointment.

Training addresses employment topics such as inclusive work environments, discrimination and sexual harassment policies, course preparation, and other employee-related policies.

More information about these GE trainings is on the Division of Graduate Studies website.

Workload and Work Assignment

Full-Time Equivalent (FTE)

In the SOJC, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE* (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

*Effective September 16, 2024 the minimum allowable appointment for GE positions is 0.25 FTE.

For setting the GE workload, the SOJC considers what constitutes a workload sufficient to perform the work assignment satisfactorily. Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment might include preparation time, office hours, grading, communicating with students, and supervision.

The distribution of workload among various duties reflects average breakdowns within the normative standard of the total workload. The time spent on duties may vary weekly, but the workload per term should be within the designated number of total workload hours.

GEs and supervisors must meet no later than the first week of the term to review and agree on work load expectations:


GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on duties varies widely from established expectations.
Duties by Work Assignment – Fall, Winter, and Spring

Note that the hours given for each task are suggested estimates provided by the Division of Graduate Studies and may vary by assignment.

Instructor of Record

- Prepare syllabus and order textbooks (5 hrs./term, before first class day)
- Prepare for and conduct class periods (2-4 hrs./week)
- Prepare, administer and grade exams and assignments (3 hrs./week)
- Maintain office hours, contact with students outside class (2 hrs./week)
- Compute and assign final grades (5 hrs./term)
- Average hours per week: 19.6 during the fall, winter, and spring terms (.49 FTE)
- Total hours per term: 215 during the fall, winter, and spring terms (.49 FTE)

Laboratory/Discussion Section Leader

- Attend lecture (4 hrs./week)
- Conduct labs (4 hrs./week hrs.)
- Maintain office hours, contact with students outside class periods (2 hrs./week)
- Administer and grade exams and assignments (5 hrs./week.)
- Meet with other lab section leaders and supervising instructors (3 hr./week)
- Average hours per week: 18
- Total hours per term: 198

Teaching Assistant

- Attend lectures (4 hrs./week)
- Maintain office hours, contact with students outside class periods (4 hrs./week)
- Administer and grade exams and assignments (6 hrs./week)
- Meet with supervising instructor (1 hr/week)
- Various other administrative duties as needed (1 hr/week copying, scantrons, etc.)
- Average hours per week: 16
- Total hours per term: 175

Split Assignment: .2 FTE Teaching Assistant/.2 FTE Research Assistant:

Teaching Assistant:

- Attend lectures (2 hrs./week)
- Maintain office hours, contact with students outside class periods (2 hrs./week)
- Administer and grade exams and assignments (2 hrs./week)
- Meet with supervising instructor (1 hr/week)
- Various other administrative duties as needed (1 hr/week copying, scantrons, etc.)
- Average hours per week: 8
• Total hours per term: 88

Research Assistant:
Duties depend on the project, will vary, but may include:
• Transcribing, coding, content analysis, entering data, data analysis, conducting interviews
• Drafting materials, such as recruiting emails, informed consent forms, questionnaires, data summaries, or parts of papers or articles
• Library research, clerical work (copying articles, emailing press releases, scheduling faculty research meetings such as interview or focus group times)
• Proofreading and/or editing
• Meeting with supervising faculty as needed (or required)
• Average hours per week: 8
• Total hours per term: 88

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Duties depend on the project, will vary, but may include:
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• Drafting materials, such as recruiting emails, informed consent forms, questionnaires, data summaries, or parts of papers or articles
• Library research, clerical work (copying articles, emailing press releases, scheduling faculty research meetings such as interview or focus group times)
• Proofreading and/or editing
• Meeting with supervising faculty as needed (or required)
• Average hours per week: 16
• Total hours per term: 175

Duties by Work Assignment – Summer Term
Instructor of Record
• Prepare syllabus and order textbooks (5 hrs./term; before the first day of classes)
• Prepare for and conduct class periods (2-4 hrs./week)
• Prepare, administer and grade exams and assignments (3 hrs./week)
• Maintain office hours, contact with students outside class (2 hrs./week)
• Compute and assign final grades (5 hrs./term)

Laboratory/Discussion Section Leader
• Attend lecture (4 hrs./week)
• Conduct labs (4 hrs./week hrs.)
- Maintain office hours, contact with students outside class periods (2 hrs./week)
- Administer and grade exams and assignments (5 hrs./week)
- Meet with other lab section leaders and supervising instructors (3 hr./week)
- Total hours per term: 198

Teaching Assistant
- Attend lectures (4 hrs./week)
- Maintain office hours, contact with students outside class periods (4 hrs./week)
- Administer and grade exams and assignments (6 hrs./week)
- Meet with supervising instructor (1 hr/week)
- Various other administrative duties as needed (1 hr/week copying, scantrons, etc.)

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- Library research, clerical work (copying articles, emailing press releases, scheduling faculty research meetings such as interview or focus group times)
- Proofreading and/or editing
- Meeting with supervising faculty as needed (or required)

Administrative GE
- Duties depend on the assignment but can include:
  - Serving as journalism ethics coordinator for Snowden intern program; reading and providing feedback on case studies from Snowden interns
  - Conducting outreach
  - Proofreading
  - Clerical work

Providing GE Instructors of Record with GE Assistance
When known, the SOJC will inform, in writing, GEs who work as instructors of record how assistance from other GEs shall be apportioned. This information shall be shared with GEs at least two weeks before a term starts and is subject to change.

Health, Safety, and Work Environment
**Safety Information**
The University of Oregon Safety Policy may be found [here](#). The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their [website](#).

**Accident Reporting and Workers’ Compensation**
All work-related injuries or illnesses require reporting, regardless of severity, as soon as reasonably possible; within 24 hours. Injury reporting assists in identifying potential hazards, abatement of hazards, and delivery of safety training. To report a work injury or illness, please complete the “Workplace Injury Report” below and email to [workinjury@uoregon.edu](mailto:workinjury@uoregon.edu). More information is available via [Safety and Risk Services](#).

**Reporting Safety Hazards**
GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Therese Devoe, Building and Operations Manager, 541-346-3632 or [t34devoe@uoregon.edu](mailto:t34devoe@uoregon.edu).

Other resources on campus to report such information Safety and Risk Services, a Safety Advisory Committee representative ([https://safety.uoregon.edu/content/safety-advisory-committee](https://safety.uoregon.edu/content/safety-advisory-committee)) or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

**Workspace Policies and Procedures**
GE office space will be assigned in 210 and 312 Allen Hall and 126 Franklin Building. Per Article 10 of the CBA, GEs will have:

- **Workspaces with:**
  - Working locks on doors and windows.
  - Properly and securely installed partitions and shelving.
  - Safe and appropriate furnishings.
  - The same custodial services on the same schedule as other similar spaces in the unit or building/facility.
  - A desk space in a room that can be locked and with no more than 2 GEs assigned to share that desk.
  - Access to all-gender bathrooms comparable to other employee groups. Information about the location of all-gender bathrooms on campus is available on the [Dean of Students website](#).
  - Indoor workspace(s) kept at a reasonable temperature and air quality/pollution level in compliance with OR-OSHA.
  - Kitchen space can be found in Allen 227.
  - Access to private meeting space (for GEs who are instructors of record or lab/discussion leaders) in Allen Hall and Franklin. Room reservations can be made here: [https://sojcemployee.uoregon.edu/instructional-faculty-support/room-reservations/](https://sojcemployee.uoregon.edu/instructional-faculty-support/room-reservations/)
Easy and reasonable access, at least during standard working hours, to:

- Computers equipped with software typically provided other departmental staff and as it relates to GE assignments.
- Wireless internet (or an ethernet connection if wireless is not available) to carry out work assignments.
- A telephone number and voicemail or other messaging service (for all GEs with duties requiring phone use).
- Office supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. Supplies may be accessed in 219 Allen (Faculty Services).

**Workplace Accommodations**

GEs shall give notice of their need for workplace accommodation by submitting a request form at [https://hr.uoregon.edu/interactive-disability-accommodation-process](https://hr.uoregon.edu/interactive-disability-accommodation-process). Upon receiving this notice, the University shall acknowledge receipt within ten (10) days and initiate the interactive process within fourteen (14) days. Each request for accommodation must be assessed on a case-by-case basis and may include modifications such as ergonomic furniture, assistive software, reserved parking, air quality standards, masking, and work location. Requesting accommodation is a protected activity. GEs who participate in the interactive process shall not be subject to retaliation, including when initial requests for accommodations are made.

Accommodation requests that are denied may be grieved under Article 13.

See Article 13, Section 9 of the [UO-GTFF CBA](https://uoregon.edu) for more information about workplace disability accommodations for GEs.

**Discrimination Grievance Procedures**

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

**Absence Procedures**

**Absence Notification**

If a GE is unable to attend work at the scheduled time, the GE must notify their faculty supervisor(s) and Director of Graduate Affairs & Student Experience as soon as possible, including, if possible, in advance of the scheduled work assignment or class that the GE is unable to fulfill. The GE should not cancel a class without permission from the faculty supervisor. To the extent possible, the GE should provide the unit with information about where they left off with their GE responsibilities (e.g., in the previous class in the case of a teaching GE).
In the case that a GE is unable to directly notify the hiring unit, the GE may designate someone to notify the unit and provide the necessary information to the Director of Graduate Affairs & Student Experience.

If the GE is going to miss more than one work week, the GE, or GE’s appointed designee, must contact the Division of Graduate Studies at graduatestudies@uoregon.edu. The Division of Graduate Studies will coordinate with the GE and the unit on any adjustments necessary due to the GE’s absence.

GEs do not accrue vacation time. In the event that a GE has reason to request an excused absence from work duties for a reason not outlined in ARTICLE 29 (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, or to the birth or adoption of a new child, and to both parents if both parents are GEs), the GE must request written permission from the faculty supervisor(s) and Doctoral Program Director. An example of when a GE might request an excused absence from work is if the GE is presenting a paper at a conference. Please note that requesting an excused absence to attend a conference is a separate process from securing SOJC travel or research funding.

**Coverage For Teaching GEs Using Sick Leave**

**More than 24 hours notice:**
Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

The GE should track their substituting hours and notify the Director of Graduate Affairs & Student Experience so their contract FTE can be amended.

Except in addressing coverage needs resulting from absences pursuant to the Family and Medical Leave provisions of the CBA, no adjustments will be made that would cause a GE’s appointment to exceed .49 FTE per term.

**Less than 24 hours notice:**
Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will receive hourly compensation of 1.50 times the substituting GE’s current rate.

The GE should track their substituting hours and notify the Director of Graduate Affairs & Student Experience so their contract FTE can be amended.
The GE should track their substituting hours and notify their faculty supervisor if they believe they will exceed the hours allocated in the Workload & Work Assignment section of this GDRS.

**Make-Up Work**
Generally, for duties missed not related to a class meeting, the GE should check in with the GE supervisor to determine when and how the missed work will be made up.

**Planned Absences**
If a GE is planning an approved absence during any working days of the term, the GE must notify their faculty supervisor and the Doctoral Program Director how to reach them (if possible).

**Sick Leave Tracking**
Each month GEs will be asked to report any sick leave taken using an online reporting form. The SOJC Finance & Operations Manager will email all GEs monthly with instructions.

**Abandoned GE Positions**
Per Article 16, Section 8 of the UO-GTFF Collective Bargaining Agreement: If a GE is absent for five (5) consecutive scheduled working days during any academic term without the consent of either their supervisor or unit head or is not on authorized leave, the GE may be considered to have abandoned their position and voluntarily resigned from University employment retroactive to the first day of the absence. 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. Before the University deems the GE to have resigned employment, the University shall attempt to contact the GE by phone, by their University email address, by their campus mailbox (if one exists), by their personal email address if this address is on file in Banner or has been recently used by the supervisor to correspond with the GE, and by letter mailed to the last address on file in Banner, and shall provide the GE with at least three (3) working days to respond and present extenuating circumstances. The University’s attempt to contact the GE may occur within the 5-day absence, or after. The University will provide the Union with notice of termination of the GE under this provision at least three (3) working days before termination is processed. Such absence may be covered by the Vice Provost for Graduate Studies or designee by a subsequent grant of leave with or without pay, when extenuating circumstances are found to have existed. Nothing in this article shall prohibit the University from reinstating a GE to their position.

**More Information**
More information about GE absences and Family/Medical Leave can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement and at [https://hr.uoregon.edu/oregon-paid-family-and-medical-leave](https://hr.uoregon.edu/oregon-paid-family-and-medical-leave).

**Resources for GEs and Supervisors**

UO-GTFF Collective Bargaining Agreement