

April 17, 2023

Dear Faculty and Institute Directors:

The Division of Graduate Studies and Employee and Labor Relations would like to remind departments about Graduate Employee hiring and payroll arrangements. There are two practices we would like departments to avoid:

- Research GEs working more than the hours allowed in a single term according to the current GTFF Collective Bargaining Agreement. Principal Investigators need extra lab work completed during a particular term, spring most frequently, and pay the GE for the extra work in the summer. In return, the GE does not work the maximum number of allowable summer GE hours.
- PIs front-loading GE summer pay because grants end early in summer (e.g., July 31<sup>st</sup>). The official GE appointment, therefore, ends on July 31 for payroll purposes, but the GE continues to work through the end of Summer without a contract.

The current CBA (article 22) limits the number of hours per quarter based on FTE. Specifically, the article stipulates that:

*Workloads for GEs shall be prorated on the percentage basis of FTE. For example, a GE appointed at .20 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 88 hours of work per quarter, and proportionately for appointments at other FTEs as follows:*

<i>FTE</i>	<i>HOURS PER QUARTER</i>	<i>15% OF HOURS PER QUARTER *</i>
<i>0.20</i>	<i>88</i>	<i>13.2</i>
<i>0.30</i>	<i>131</i>	<i>19.7</i>
<i>0.40</i>	<i>175</i>	<i>26.3</i>
<i>0.50</i>	<i>219</i>	<i>32.9</i>

\*15% is the allowable number of hours allowed to work per week.

Having GEs work more than these maximums in each quarter violates the current CBA. Additionally, the general expectation is that employees complete work during the time period for which they are being paid for said work. There is one notable exception in the CBA (article 20), which allows GEs to teach two classes in one term and take the next term off, but the GE is paid on the normal pay distribution schedule for the year. Article 20, however, only applies to

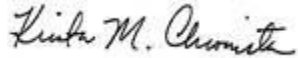
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teaching positions, and only during the academic year. There are no similar provisions for research GEs and summer term.

We ask that you assign GE work appropriately and consistent with what is outlined in the GTFF collective bargaining agreement. If there are any questions about this, please feel free to contact Employee and Labor Relations at [uoelr@uoregon.edu](mailto:uoelr@uoregon.edu)

Thank you,

A handwritten signature in black ink, appearing to read "Krista M. Chronister".

Krista M. Chronister  
Vice Provost for Graduate Studies

A handwritten signature in blue ink, appearing to read "Chris Meade".

Chris Meade  
Director of Employee and Labor Relations