

1 **Article 11- Salary**

2
3 **Section 1 – Monthly Salary Rate**

4 The minimum full-time equivalent monthly salary rate will increase from \$3922 to \$4650
5 effective September 1, 2020.

6	7	Employment Fraction (FTE)	Minimum Monthly Salary
8	8	0.3	\$1,395
9	9	0.4	\$1,860
10	10	0.49	\$2,278.50

11
12 Employing units reserve the right to set their full-time equivalent monthly salary rate at a higher
13 level. The monthly salary is determined by multiplying the full-time equivalent monthly salary
14 rate by the employment fraction as specified in Section 3. The University shall not reduce the
15 monthly salary rate of bargaining unit employees reappointed in a subsequent year within the
16 same employing department. Each year upon reappointment within the same employing unit, all
17 bargaining unit employees Graduate Employees who meet satisfactory academic progress
18 standards, as determined by the Graduate School and the program of academic study, shall
19 receive a minimum 6% increase to their current salary rate.

20
21 **Section 2 – Employment Period**

22 Appointments can be made based on the nine-month academic year, the twelve-month fiscal
23 year or for other periods specified in individual cases. The nine-month academic year is divided
24 into three (3) academic 13 quarters as defined by Oregon State University, each corresponding
25 to an employment period of three (3) months (thirteen weeks) duration.

26
27 **Section 3 – Employment Fraction (FTE)**

28 Employment fractions (full-time equivalency or FTE) should be determined by the following
29 scale of time commitments averaged over the employment period specified in Section 2. The
30 use of an employment fraction indicates less than half-time effort.

31
32 **Effective September 16, 2017, Graduate Employees will be appointed to a minimum FTE**

33 **of 0.3.** The minimum FTE assignment for a Graduate Employee who has sole responsibility for
34 teaching a lecture course and/or is listed as the instructor of record shall be 0.49 FTE. Sole
35 responsibility is understood to mean sole responsibility for teaching and conducting of a class,
36 serving as the primary contact for students enrolled in the class, and evaluating and grading
37 student work. Employment fractions are to be based on expected weekly and overall workload
38 during an academic quarter. Supervisors shall review the employment fraction with their
39 Graduate Employees at the beginning of the Graduate Employee’s appointment to ensure
40 mutual understanding of the weekly work time commitment. No more than 85% of the Graduate
41 Employee’s maximum work hours for a thirteen-week employment period may be worked during
42 the eleven week academic term (where an academic term is defined in this section only as ten
43 instructional weeks and one week of finals). Working hours shall not fluctuate more than 50%

44 above the weekly average in any one (1) work week throughout the course of the employment
45 period, unless by mutual agreement between the supervisor and the Graduate Employee.

46
47 Workload assigned to a Graduate Employee under this article may or may not be separate from
48 the academic expectations associated with thesis or dissertation research. This agreement shall
49 not in any way be construed as imposing a limit on the amount of academic work necessary for
50 a student to make satisfactory academic progress toward their degree.

51
52 Graduate Employees appointed at 0.49 FTE for a 9-month academic year will not exceed two
53 hundred fifty-five (255) hours per quarter or a total of seven hundred sixty-five (765) work hours
54 in an academic year. The parties agree that work is to be distributed as evenly as possible over
55 the thirteen-week employment period.

56
57 **Section 4 – Adjustments to Employment Fraction (FTE)**
58 A Graduate Employee's employment fraction is an estimate of a proportion of full-time effort
59 within a department or unit for the work assignments involved and shall be as determined by the
60 department or unit. In the event that it is demonstrated that the Graduate Employee will exceed
61 the assigned work hours, and therefore the employment fraction, the department or unit will
62 make an appropriate retroactive adjustment in salary and either reduce workload accordingly or
63 make an appropriate increase in FTE not to exceed 0.49 FTE. In circumstances where it is
64 determined that the Graduate Employee is not meeting workload demands, based on
65 performance, Article 15 shall be applied.

66
67 **Section 5 – Substitute Work**
68 Graduate Employees substituting for the work of another Graduate Employee under Article 30:
69 Sick Leave, shall be compensated at the hourly rate corresponding to the monthly minimum
70 salary established in Section 1 of this Article. In no case shall a Graduate Employee work over
71 259 hours per term. Graduate Employees may not work in excess of their available substitute
72 hours each term without an adjustment to their FTE and sick leave accrual. Employment
73 Fraction (FTE) Maximum Substitute Hours Available per Term

74
75 **Section 6 – Child Care**
76 Graduate Employees who incur costs for child-care services outside of OSU facilities shall be
77 reimbursed upon request and proof of payment. To receive a reimbursement, one must be a
78 Graduate Employee at the time costs are incurred.

79
80 In this section, child-care costs may include but are not limited to tuition, application fees,
81 (re)registration fees, late pick-up fees, and parking costs.

82
83 Beginning September 2020, the University agrees to pay up to \$3,000 per child (totalled over the
84 duration of a single term) for child-care costs meeting the above criteria. A Graduate Employee
85 will be eligible for a reimbursement up to \$3,000 per child each term they have an appointment.

86

87 The University will create a scholarship fund for Graduate Employees who receive child care on
88 campus. Each scholarship will be \$3,000 per child per term, paid in advance of using child-care
89 services. Applications will be approved and processed prior to the start date of term and prior to
90 the start date of employment.

91
92 Instructions on how to obtain reimbursement will be posted on the Office of Human Resources
93 website. Nothing in this agreement will preclude a Graduate Employee from being eligible to
94 receive any other child-care benefits or services from the University.

95
96 **Section 7 – Class Size**

97 To ensure that FTE assignments correspond to workload no single Graduate Employee will be
98 responsible for the instruction of more students than the following breakdown:

- 99 .30-.35FTE equals 20 students;
100 .36-.40FTE equals 21 students;
101 .41-.45FTE equals 22 students;
102 .46-.49FTE equals 23 students.

103
104 Exceptions will be made in scenarios where a Graduate Employee is not the primary instructor
105 and is only responsible for grading assignments such as in lab settings or auditorium-sized
106 introductory courses. In these scenarios, no Graduate Employee will be responsible for grading
107 the work of more than 50 students, unless the grading is based on effort or completion, or the
108 grading is shared among multiple Graduate Employees. These provisions also apply to
109 instruction for Ecampus courses.

110
111 Multiple Graduate Employees are required for classes with student numbers exceeding those
112 outlined above to maintain the proper Graduate Employee to student ratio. These numbers
113 reflect only a cap on how many students a Graduate Employee can instruct based on FTE and
114 do not represent the minimum number of students within a course, nor should the minimum
115 number of students determine the FTE for a Graduate Employee.

116
117 **Section 8 – CGE Hardship Fund**

118 The University will make a one-time contribution of \$300,000 to the CGE Hardship **Fund by July**
119 **1, 2020 to** be administered according to the criteria established by the Union. **Once per** year in
120 the fall term the Union and the University will commence to review the allocation of grants from
121 the CGE Hardship Fund, keeping all recipients of awards anonymous, and the amount of
122 remaining money available in the fund. The University will replenish the fund to \$100,000 before
123 the start of Fall term annually.

124
125 **Section 9 – Course Development**

126 Any Graduate Employee who is assigned responsibility for development of a course will be
127 compensated for their development time at a rate equal to the monthly salary determined in
128 Section 1 of this Article. Additionally, any future use of such curriculum materials or Ecampus
129 course modules by the University will require the University to compensate at a sum of \$500 to

130 the Graduate Employee who developed the course for each instance the course module or
131 curriculum is used.