ARTICLE 10 – WORK ASSIGNMENT

Section 1
The University reserves the right to assign and reassign Graduate Employees those duties and responsibilities that best meet the needs of the institution based upon the qualifications and abilities of the Graduate Employee.

Section 2
Departments Employing units shall must provide notice of work assignments not less than fifteen thirty (15 30) calendar days prior to the start of the term, unless the work opportunity became available less than 30 days prior to the start of the term, in which case notice shall be provided as soon as reasonably possible. Reasonable preparation time consistent with assigned duties shall must be included among the Graduate Employee’s paid duties, and may occur during the 30 days prior to the start of the term.

Section 3
Work Assignment must include:
• Course number for Graduate Employees with teaching duties
• Health and safety information specific to their assignment
• Preparation or training specific to their assignment

Section 4
Employing units shall must endeavor to inform Graduate Employees of available assignments and work schedules at or near the beginning end of the appropriate preceding employment period. Graduate Employees may indicate their preference of assignments and work schedules, which the employing unit will consider in making assignments.

Section 5
Recognizing that Graduate Employees are also students, the employing unit will endeavor to avoid conflicts between class and work schedules. When possible, work-related meetings involving Graduate Employees will be scheduled during regular hours.

Section 6 – Work Space and Equipment
Departments Employing units shall must provide Graduate Employees with work space and equipment appropriate to perform their duties. The assigned work space shall must be provided the same services as for other similar spaces within the department or building, including maintenance and custodial services. When appropriate, departments employing units shall must also provide space for Graduate Employees to hold private meetings with students. Departments Employing units without adequate space shall must be responsible for finding and reserving space for Graduate Employees to conduct private meetings with students. Departments Employing units shall must designate a contact person for all work space and equipment related issues. Graduate Employees may request work space maintenance and additional work space or equipment necessary to perform their duties (such as general work space, secure storage for confidential files or personal items, private meeting space, and access...
to telephones, computers, software, online tools, office supplies, photocopies, and printouts) from this contact person. The request and the decision on such a request should be made in writing.

Section 6-7 - University Closures
The University Appointing Authority shall **must** notify employees prior to the beginning of their work shifts not to report to work because of closure of facilities or curtailment of work due to inclement weather or hazardous conditions. In such cases, the University Appointing Authority will use announcements on university websites, local radio or television stations, recorded messages, or individual telephone contacts to notify employees of the closure or work curtailment prior to their leaving home. Graduate employees cannot be compelled to work when the university is closed, except by mutual agreement between the employee and their supervisor.

Section 7-8 - Schedule Changes
**Vacation Leave**
Supervisors shall **must** make reasonable efforts to allow Graduate Employees to arrange their work schedule allowing for fifteen (15) days leave over the academic year, taking into account the employee’s academic program and the University’s business needs. A request for leave shall **must** be made in writing and sufficiently in advance of the schedule change to allow for planning for the absence. The decision on the request shall be made in writing and within a reasonable timeframe. Such requests shall not be unreasonably denied. This language does not limit a supervisor’s ability to permit additional schedule adjustments.