

1 **ARTICLE 10 – WORK ASSIGNMENT**

2
3 **Section 1**

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

7
8 **Section 2**

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

15
16 **Section 3**

17 **Work Assignment must include:**

- 18 • **Course number for Graduate Employees with teaching duties**
19 • **Health and safety information specific to their assignment**
20 • **Preparation or training specific to their assignment**

21
22 **Section 3**~~4~~

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

27
28 **Section 4**~~5~~

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

32
33 **Section 5**~~6~~ – **Work Space and Equipment**

34 ~~Departments~~ **Employing units** shall ~~shall~~ **must** provide Graduate Employees with work space and
35 equipment appropriate to perform their duties. The assigned work space shall ~~shall~~ **must** be
36 provided the same services as for other similar spaces within the department or building,
37 including maintenance and custodial services. When appropriate, ~~departments~~ **employing units**
38 shall ~~shall~~ **must** also provide space for Graduate Employees to hold private meetings with students.
39 ~~Departments~~ **Employing units** without adequate space shall ~~shall~~ **must** be responsible for finding and
40 reserving space for Graduate Employees to conduct private meetings with students.
41 ~~Departments~~ **Employing units** shall ~~shall~~ **must** designate a contact person for all work space **and**
42 **equipment** related issues. Graduate Employees may request work space maintenance **and**
43 additional work space or equipment necessary to perform their duties (such as general work
44 space, secure storage for confidential files or personal items, private meeting space, and access

45 to telephones, computers, software, online tools, office supplies, photocopies, and printouts)
46 from this contact person. The request and the decision on such a request should be made in
47 writing.

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49 Section 6-7 – University Closures

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

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59 Section 7-8 – Schedule Changes Vacation Leave

60 Supervisors ~~shall~~ must ~~make reasonable efforts to~~ allow Graduate Employees to arrange their
61 work schedule allowing for fifteen (15) days leave over the academic year, taking into account
62 the employee's academic program and the University's business needs. A request for leave
63 ~~shall~~ must be made in writing and sufficiently in advance of the schedule change to allow for
64 planning for the absence. ~~The decision on the request shall be made in writing and within a~~
65 ~~reasonable timeframe. Such requests shall not be unreasonably denied.~~ This language does not
66 limit a supervisor's ability to permit additional schedule adjustments