

October 31, 2018

To: Academic Business Offices and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: Academic Student Employee Range Adjustment and Lump Sum Payment

**Range adjustment:** As you were previously notified, all represented academic student employees (Associates, TAs, Readers and Remedial Tutors) as well as Graduate Student Researchers, received a 3% range adjustment effective October 1, 2018. For TAs and Associates paid on the four-month fall basis, the increase was implemented September 1, 2018. We have identified approximately 50 students campus-wide who did not receive the range adjustment. We will work directly with departments in the upcoming week to correct the underlying issues and process the retroactive increase.

**Lump Sum payment:** During the latest contract negotiations, the University and the UAW have agreed to pay Academic Student Employees (Associates, TAs, Readers and Remedial Tutors), with Fall 2018 appointments of 25% or greater, a \$100 lump sum payment on November 1, 2018 for monthly paid employees and November 14, 2018 for bi-weekly paid employees. Regardless of the first day of work, ASEs who were entered into the payroll system before October 1st will receive the \$100 in the November 1st or 14th check and ASEs who were entered into the payroll system after October 1st but before October 31st will not receive the \$100 until their December 1st (MO) or December 5th (BW) paycheck. The current contract, including the agreement of the lump sum payment is available on the UCOP web site here:

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

**Any other pay issues:** If your academic student employees are experiencing any other pay issues, please ask them to first work with the department to identify the source of the problem. If UCPath needs updating or correction, the department should make the correction, contacting Academic Personnel if assistance is needed. If UCPath is correct, the department should contact Payroll to address the over or under-payment.

Thank you.

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