AGENDA

- Academic Student Employees Agreement (MOU)
- General Information
- Student Titles
- Compensation
- Benefits
- Fee Remission
- Resources
- Contacts
ACADEMIC STUDENT EMPLOYEES AGREEMENT
OVERVIEW

• Exclusively represented by UAW

• New contract: 8/23/2018 through 6/30/2022

• System-wide contract (except UCSF)

• Covered Titles:
  • Teaching Assistant
  • Associate In
  • Reader
  • Remedial Tutor I, II

• Graduate Student Researchers (GSRs) are not covered
ACADEMIC STUDENT EMPLOYEES AGREEMENT

KEY ARTICLES

Conditions of Employment:

- Article 2  Appointment Notification
- Article 3  Appointment Security
- Article 11 Fee Remission
- Article 12 Grievance
- Article 29 Wages
- Article 31 Workload

Academic Judgment:

- Article 18  Maintained by UC, not MOU
ACADEMIC STUDENT EMPLOYEES AGREEMENT

UNION MEMBERSHIP

• Membership is voluntary:
  • Membership dues for participating members only
  • No more Fair share service fees for non-members – JANUS Decision

• Dues/service fees are deducted from wages in payroll
  • Employee Relations Code: H
  • Collective Bargaining Unit/Employee Unit Code: BX

• Union membership election form (MEF):
  • Provide to ASE at the time of new employee hire
  • Submit to UAW via HR-Labor Relations (MC: 3160) or
  • NEW: ASE can send MEF Directly to the UAW
  • Form located on AP Website/ Resources for Department Analysts/ Graduate Student Appointments / Other Resources
Orientation:

- UAW allowed 30 mins to meet with new employees without University presence per Assembly Bill 119
- Mandatory for first-time ASES
- Once per academic quarter:
  - Fall – following the Mandatory TA orientation, even if duties will not begin until Winter or Spring Quarters
  - **NEW:** Follow-up meetings for:
    - Winter 2019 – January 9, 2019
    - Spring 2019 – April 3, 2019
- **New:** Schedule provided on the Notice of Appointment Letter
ACADEMIC STUDENT EMPLOYEES AGREEMENT
ADMINISTRATIVE POINTS

Article 22 - Posting of Open Positions:

• Campus Posting (AP website):
  • Resources for Prospective Employees/Graduate Student Academic Appointments/ ASE Open Positions
  • Post by March 15, for appointment opportunities in the upcoming academic year
  • Provide number of available open ASE positions and Dept. contact information

• Dept. Posting:
  Depts. may provide additional information regarding ASE employment opportunities on website, bulletin boards, etc.
ACADEMIC STUDENT EMPLOYEES AGREEMENT
ADMINISTRATIVE POINTS

Appointment Notification:

• Students shall be notified in writing of their ASE appointment offer by Spring Quarter of each year or as soon as practicable

• If position becomes available after the start of the academic year, notice is to be issued no later than 30 days before start of appointment

• The University shall offer year long appointments when practicable

• UPDATED Sample letters on AP Website: Resources for Department Analysts/Graduate Student Appointments/ Sample Letters

• Include Responsibilities Checklist
• ASEs should communicate to their Supervisor if he/she may possibly exceed their maximum work hours

• The Supervisor may either:
  a. Increase the ASE’s appointment percentage to be consistent with the number of hours he/she will work and/or
  b. Modify the ASE’s work assignment such that the number of hours worked will be consistent with her or his appointment percentage and workload limits.

• Any changes to the appointment should be communicated to the ASE in writing
ACADEMIC STUDENT EMPLOYEES AGREEMENT

APPOINTMENT SECURITY

• If the ASE accepts an appointment for one or more quarters in an academic year and the position is no longer available:
  a. Should be placed in a similar appointment and equivalent compensation
  b. Receive the equivalent compensation in lieu of the termination position

• Failure to accept the offer in its entirety will nullify the offer, unless:
  • Health reasons
  • Accepts an extramural fellowship
  • Exceptions granted by the University

• ASE can lose appointment if academically ineligible:
  • Within the first five weeks of the quarter
  • If the ASE regains eligibility, University has discretion to rehire
GENERAL INFORMATION
ELIGIBILITY – RB IV-1

• Registered UCSB student (8 units min/ 12 units normal)
• Good Academic Standing (3.0 GPA minimum)
• Fewer than 12 units of incomplete or no grades
• Enrolled in an open degree status
• Making normal progress towards degree program
• Eligible to work under federal and state laws
  • For International Students – confer with OISS

• Eligibility Verification from Home Department Form – For hiring students not from home department
GENERAL INFORMATION
LIMITATION ON SERVICE

Graduate Student Appointments are:

• 50% or less (20 hours/week) - Including combined appointments, no exceptions for:
  • International Students
  • Students with a 50% Associate appointment
• One year or less
• TA and Associates combined – 12 quarters max (does not include Summer appts.)
• 100% is ok for Summer and inter-quarter periods
  • For Summer – registered and fees paid by Spring Quarter
• See Maximum Employment Chart and Student Employment Guidelines
### GENERAL INFORMATION

#### EXCEPTIONS

<table>
<thead>
<tr>
<th>Home Academic Dept. Approval</th>
<th>Graduate Division Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Employment above 51% to 75%</td>
<td>▪ Employment above 75%</td>
</tr>
<tr>
<td>▪ 13-15 quarters of TA/Associate Appointments</td>
<td>▪ Beyond 15 quarters of TA/Associate Appointments</td>
</tr>
<tr>
<td>▪ Academic warning status (GPA below 3.0, 12 units+ of incompletes)</td>
<td>▪ On academic probation</td>
</tr>
<tr>
<td>▪ Beyond normal time standards</td>
<td>▪ 4 or more quarters beyond time to degree</td>
</tr>
<tr>
<td>▪ 1-3 quarters Beyond Time to degree</td>
<td>▪ Currently with full-time (100%) career staff appointment</td>
</tr>
</tbody>
</table>

Use the following form: **Exception to Employment Policy Form**
TEACHING ASSISTANT
RB IV-6

Definition:
Chosen for excellent scholarship, and promise as a teacher, and serving an apprenticeship under supervision of a regular faculty member

Appointment Criteria:
• Language proficiency in spoken English - Mandatory exam for non-native speakers
• Appointees must be within the Departmental and Graduate Council approved number of years for both advancement to candidacy and degree completion as specified in Academic Senate Regulation 350A
• Master’s students must be within the four year time limit set for the master’s degree as stated in Academic Senate Regulation 300A
• New students whose first quarter of registration is Fall Quarter may not be TAs prior to Fall Quarter unless they register for at least 4 units the Summer
TEACHING ASSISTANT

Terms and Conditions of Employment:

• To conduct a lecture, lab, or discussion section under supervision of a faculty member

• Cannot be given responsibility for instructing entire enrollment of course, content of the course, selection of student assignments, planning of examinations, or determining the term grade for students

• “Lead TAs” – can be assigned added responsibilities such as: coordinating other TAs, developing pedagogical content, ensuring consistent grading, responding to student requests for DSP or other accommodations

• A Teaching Assistant with an appointment of 50% or less may not be assigned a workload of more than 220 hours in a quarter, 40 hours in any one week, or 8 hours in any one day
TEACHING ASSISTANT

Supervision and Review:

• Selection, supervision, and training of TAs is the responsibility of the teaching department, Dept. Chair
• Written evaluation by overseeing faculty member conducted on a quarterly basis
• Evaluations should be included in any consideration for reappointment

Approval Authority:

• Appointment - Department Chair, with Graduate Division Post-Audit
• Exceptions - Dean, Graduate Division
TEACHING ASSISTANT
SALARY SCALE

Four Month Pay Option:

- Fall Quarter Only
- Splits pay over four months vs. three
- Subject to DCP Contribution for September only
- Payroll Dates – 9/1 – 12/31

<table>
<thead>
<tr>
<th>Grade</th>
<th>Step</th>
<th>Annual</th>
<th>1/9 Monthly</th>
<th>Quarterly</th>
<th>Annual</th>
<th>1/9 Monthly</th>
<th>Quarterly</th>
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</thead>
<tbody>
<tr>
<td>Teaching Assistant (2310)</td>
<td>1</td>
<td>41,306</td>
<td>4,589.56</td>
<td>13,768.67</td>
<td>42,546</td>
<td>4,727.33</td>
<td>14,182.00</td>
</tr>
</tbody>
</table>

Four month rate (fall only) 3,545.50
ASSOCIATE IN
RB IV-3

Definition:
A registered UC graduate student employed temporarily to give independent instruction of a course

Appointment Criteria:
• Competent to conduct course independently and without supervision
• Master’s degree minimum, or advancement to candidacy
• At least one year of teaching experience
• Within the Departmental and Graduate council approved number of years for both advancement to candidacy and degree completion as specified in Academic Senate Regulation 350A
Terms and Conditions of Employment:

• Responsible for entire instruction of a course – named as Instructor of Record

• Upper-division undergraduate and Graduate courses requires the approval of the Academic Senate - Committee on Courses and General Council (CCGE) and Graduate Council, respectively

• May not evaluate fellow grad student appointees (TAs)

• For courses with an assigned TA, a faculty member must be assigned to evaluate/mentor the TA

• Does not imply the responsibility of engaging in research
ASSOCIATE IN

Hiring Procedure:

Dept. submits the Appointment Packet to Graduate Division, at least six weeks prior to the start of the academic quarter, which includes:

- Associate Appointment Form w/ Course Syllabus
- UC Biography form
- Teaching Evaluations
- Graduate Transcript
- Eligibility Verification from Home Department and/or Employment Exception Request Form (if applicable)

Approval Authority (in order of submission):

1) Dean of Grad. Division – All actions, including request for exception
2) Dean of College/School – All actions
3) Academic Senate – for Upper-Division Undergrad and Graduate Courses
4) Academic Personnel – Post-audits and lower division courses in the Bren School and College of Creative Studies
ASSOCIATE IN
SALARY SCALE

Salary is paid according to assigned step
4 Month Pay Option (Same as TA)
Definition:

• A student who serves as a course assistant
• Grades homework and exams
• Cannot be given duties normally assigned to a TA or Associate

Appointment Criteria:

• Will usually be reserved for Grad Student
• Qualified Undergrads and Non-UCSB Students may be hired to meet special needs or when grad students are not available
**Terms and Conditions of Employment:**

May not be assigned a workload of more than 40 hrs/week or 8 hrs/day

**Class Size:**

- No specific limit to the size of classes for which Readers may be appointed
- Best practice to have the Instructor of Record to perform the reader duties in a class of 30 students or less

**Approval Authority:**

Department Chair, with post-audit by Graduate Division (for grad appts.)
<table>
<thead>
<tr>
<th>Grade</th>
<th>Step</th>
<th>Salary Scale</th>
<th>Salary Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader</td>
<td></td>
<td>10/1/17</td>
<td>10/1/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hourly</td>
<td>Hourly</td>
</tr>
<tr>
<td>With Baccalaureate</td>
<td>I</td>
<td>15.78</td>
<td>16.26</td>
</tr>
<tr>
<td>Without Baccalaureate</td>
<td>II</td>
<td>15.00</td>
<td>15.45</td>
</tr>
</tbody>
</table>

'(2850- Gship
2851- non-Gship
2500- non-student)
Definition:
Assists students in understanding course concepts, solutions to problems, study strategies, methods for independent work, exam prep

Appointment Criteria:
• Will usually be reserved for Grad Student
• Qualified undergraduate students may be so employed
Terms and Conditions of Employment:

- May not be assigned a workload of more than 40 hrs./week or 8 hrs./day
- Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot

Approval Authority:

- Department Chair, with post-audit by Graduate Division (for grad appts.)
- For CLAS: requires unofficial transcripts and letter of recommendation
### TABLE 20
STUDENT TITLES*
REMEDIAL TUTOR**

<table>
<thead>
<tr>
<th>Students Type</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly 10/1/17</th>
<th>Hourly 10/1/18</th>
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<tbody>
<tr>
<td><strong>Remedial Tutor I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Student Sessions</td>
<td>1</td>
<td>1</td>
<td>15.78</td>
<td>16.26</td>
</tr>
<tr>
<td>Group Sessions</td>
<td>II</td>
<td>1</td>
<td>21.24</td>
<td>21.88</td>
</tr>
<tr>
<td>(2288-Gship)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2280- non-Gship)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Remedial Tutor II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Student Sessions</td>
<td>III</td>
<td>1</td>
<td>18.98</td>
<td>19.55</td>
</tr>
<tr>
<td>Group Sessions</td>
<td>IV</td>
<td>1</td>
<td>24.42</td>
<td>25.16</td>
</tr>
<tr>
<td>(2289- Gship)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2290- Non-Gship)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRADUATE STUDENT RESEARCHER

Definition:

• Performs research related to the student’s degree program in an academic department or research unit under the direction of a faculty member or Principal Investigator

• May collaborate in publication with faculty

• May not be assigned teaching, administrative, or general assistance duties

Appointment Criteria:

• Registered UC graduate student with GPA of 3.0 or above

• Must hold BA/BS degree

• The work performed may contribute to the educational objectives of the student; and/or the student functions as an active collaborator and/or fundamental contributor to the intellectual content of the research
GRADUATE STUDENT RESEARCHER

Terms and Conditions of Appointment:

• Source of compensation must permit research

• Employee must be informed that the appointment is: “contingent on the appointee being a registered graduate student in good standing for the duration of the appointment.”

• GSRs may be eligible to accumulate vacation time – RB VI-6

Approval Authority:

• Appointment - Department Chair

• Exceptions – Home Department, Graduate Division

**Recommended:** Provide GSRS with an appointment letter from the Department Chair that includes, but is not limited to: employment title, begin and end dates, rate of pay, percentage time of appointment, and self-termination language
### GRADUATE STUDENT RESEARCHER SALARY SCALE

#### TABLE 22

<table>
<thead>
<tr>
<th>Student Title</th>
<th>Rank</th>
<th>Grade</th>
<th>Step</th>
<th>Annual</th>
<th>Monthly</th>
<th>Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/1/17</td>
<td>10/1/18</td>
<td>10/1/17</td>
<td>10/1/18</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>1</td>
<td>IV</td>
<td>1</td>
<td>39,096</td>
<td>3,258.00</td>
<td>40,272</td>
<td>3,356.00</td>
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<tr>
<td>Researcher</td>
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<td>2</td>
<td>42,144</td>
<td>3,512.00</td>
<td>43,404</td>
<td>3,617.00</td>
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<tr>
<td></td>
<td>3</td>
<td></td>
<td>3</td>
<td>46,740</td>
<td>3,895.00</td>
<td>48,144</td>
<td>4,012.00</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>4</td>
<td>50,484</td>
<td>4,207.00</td>
<td>51,996</td>
<td>4,333.00</td>
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<tr>
<td></td>
<td>5</td>
<td></td>
<td>5</td>
<td>53,832</td>
<td>4,486.00</td>
<td>55,452</td>
<td>4,621.00</td>
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<td>6</td>
<td></td>
<td>6</td>
<td>56,340</td>
<td>4,695.00</td>
<td>58,032</td>
<td>4,836.00</td>
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<td></td>
<td>7</td>
<td></td>
<td>7</td>
<td>60,852</td>
<td>5,071.00</td>
<td>62,676</td>
<td>5,223.00</td>
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<tr>
<td></td>
<td>8</td>
<td></td>
<td>8</td>
<td>65,700</td>
<td>5,475.00</td>
<td>67,668</td>
<td>5,639.00</td>
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<tr>
<td></td>
<td>9</td>
<td></td>
<td>9</td>
<td>70,968</td>
<td>5,914.00</td>
<td>73,092</td>
<td>6,091.00</td>
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<tr>
<td></td>
<td>10</td>
<td></td>
<td>10</td>
<td>76,620</td>
<td>6,385.00</td>
<td>78,924</td>
<td>6,577.00</td>
</tr>
</tbody>
</table>

*(3284- academic year 3266- summer)*

*Hired and paid at step consistent with the department's practice *(RB-IV-10, Section II)*
COMPENSATION

• Academic Student Titles are generally exempt; no overtime/comp. time
• Associates, TAs, and GSRs are salaried, paid monthly
• Readers and Tutors paid for hours worked, paid bi-weekly
• Rates are paid on scale, at corresponding Grade and Step

• For ASE Titles
  • Academic Year, 9/9 appointments
  • Paid per quarter
  • Service Period vs. Payroll Period

• For Graduate Student Researcher
  • Fiscal Year, 11/12 appointments
  • Work and pay begins and ends on the same date
  • Service Period does not apply to GSR appointments
COMPENSATION

Additional Considerations:

• Concurrent employment in a non-academic title:
  • EX: 25% TA and 25% Std Asst
  • Academic title usually establishes pay schedule (monthly) and FLSA status (exempt)
  • Coordinate with other employing department(s)
  • See: UCPATH WFA Quarterly Transition-Student Employment Issues

• Fall Quarter 4 month pay option for TA/Associate
  • 9/12 Pay Schedule
  • ASE is enrolled in UC Defined Contributions Plan
  • Contribution is deducted from October 1 Paycheck

• Check the Person Organizational Summary in UCPath for any existing employment
## COMPENSATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ASE Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>TA</td>
</tr>
<tr>
<td>Exempt</td>
<td>Exempt</td>
</tr>
<tr>
<td>S-Salaried</td>
<td>S-Salaried</td>
</tr>
<tr>
<td>Monthly</td>
<td>Monthly</td>
</tr>
<tr>
<td>9/9</td>
<td>9/9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GSR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3284 – Partial to Full Fee Remission 3266 – No Fee Remission</td>
</tr>
<tr>
<td>Exempt</td>
</tr>
<tr>
<td>S-Salaried</td>
</tr>
<tr>
<td>Monthly</td>
</tr>
<tr>
<td>11/12 Fiscal Year</td>
</tr>
</tbody>
</table>
## SERVICE PERIOD VS. PAY PERIOD
### TEACHING TITLES (ASSOCIATE AND TA)

**WINTER QUARTER 2019**

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
</tr>
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<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>6 7 8 9 10 11 12</td>
<td>13 14 15 16 17 18 19</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
<td>27 28 29 30 31</td>
<td></td>
</tr>
</tbody>
</table>

- **Service Days**: 19, 20, 16
- **Total Service Days**: 55 days
- **Payroll Days**: 24, 20, 21
- **Total Payroll Days**: 65 days

- ASE performs work over the 55 day period but is paid over 64 days
- 1 Service Day = 0.8594 of a Payroll Day (**for Winter 2019 example**)
- See [Pay and Service Period Chart](#)
  - AP website/ Compensation and Benefits
  - Updated Annually

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### Pay and Service Period Chart
- January
  - Service Days: 19, 20, 16
  - Total: 55 days
- February
  - Service Days: 24, 20, 21
  - Total: 64 days

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Health Benefits:

• Grad Student Employees with appointment(s) totaling 25% time or more are eligible to receive remission for Graduate Student Health Insurance

• Combined appointments at 75% or more over one year may require dept. to offer health insurance under the Affordable Healthcare Act (additional to their student plan)

Childcare:

• UC System-wide Childcare reimbursement (Updated)
  • NEW: up to $1100 per quarter for reimbursement of childcare expenses
  • Available to both ASEs and GSRs
  • 25% appointment

• Enrollment in UC Dependent Care Reimbursement Program
BENEFITS

Leaves:

• Eligible for leave with/without pay
• Per academic year and not to exceed the appointment end date
• ASE Short-Term Leave:
  • **NEW:** allows for immigration appointments/and or hearings
• ASE Long-Term leave:
  • Up to 6 weeks paid for Pregnancy Disability, Childbirth, including up to 2 additional weeks unpaid for childbearing
  • Up to 4 weeks paid for Personal Health, including up to 2 additional weeks unpaid for baby bonding/personal health
• GSRs – same duration as ASEs:
  • Childbearing/Parental Leave - Red Binder [VI-4, H]
  • Personal Leave- Sick Leave - [VI-3, H]
• Leave Chart and ASE/GSR leave request on AP website
FEE REMISSION

• A registered graduate student employee with appointment(s) totaling 25% time or more is eligible for fee remission
  • Includes approved ASE Long-Term Leave, both paid and unpaid

• Pays for educational and registration fees

• For ASE titles:
  • Partial: 25% appointment(s)

• For GSRS:
  • Partial: 25% < 35%
  • Full: 35% (140 hours over three months of the quarter)

• See Graduate Division website:
  http://www.graddiv.ucsb.edu/financial/fees-costs
RESOURCES

Academic Personnel:
• Red Binder - Academic Personnel policies and procedures
• Salary Scales
• Associate Appointment Form and Notification of Appointment Letters
• UCPath Resources

HR Labor Relations:
• Academic Student Employment MOU
• Grievances, Disciple and Dismissal

Graduate Division:
• Fee Remission
• Home Department Employment Verification and Request to Exception Forms

OISS: International Student Employment Policy/Employment Authorization
CONTACTS

Academic Personnel:
Billy Ko – Analyst for Academic Student Employees x4441 billy.ko@ucsb.edu
Andrea Dittman – Intercampus Payments, Reports and General Information x3445 andrea.dittman@ucsb.edu

Human Resources:
Jessica Graham - Labor Relations Analyst x7302 Jessica.graham@hr.ucsb.edu

Graduate Division:
Chris Gifford– Employment Analyst x5247 christopher.gifford@graddiv.ucsb.edu
Rudy Reyes – Academic Appointment/Fellowship Analyst x2710 rudy.reyes@graddiv.ucsb.edu

Office of International Students & Scholars x2929 oiss@sa.ucsb.edu
• Questions?

• Comments

• Student Title Workshop
  • January 29, 2019, 9:30-11am
  • HR Training Room 3101 DD
  • Submit items to billyko@ucsb.edu for discussion