AGENDA

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

OVERVIEW

- Exclusively represented by UAW
- Last year of current MOU, ends 6/30/18
- System-wide contract (except UCSF)
- Covered Titles:
  - Teaching Assistant
  - Associate In
  - Reader
  - Remedial Tutor I, II
- Graduate Student Researchers (GSRs) are not represented, but... (see AP memo 10/27/2017)
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

• All ASEs are required to pay either:
  • Membership dues for participating members
  • Fair share service fees for non-members

• 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)
  • provided to ASE at the time of new employee hire
  • Located on AP Website - Resources for Department Analysts/Graduate Student Appointments / Other Resources
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 following 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 bulletin boards or other web sites
Orientation:

- [http://www.gradpost.ucsb.edu/new-students](http://www.gradpost.ucsb.edu/new-students)
- **Mandatory TA orientation**
  - even if duties will not begin until Winter or Spring Quarters
- Time allotted for UAW presentation, but attendance is voluntary
Appointments 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.

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

- Include Responsibilities Checklist
ACADEMIC STUDENT EMPLOYEES
AGREEMENT
WORKLOAD MAXIMUM

• 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 minimum)
• 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
GENERAL INFORMATION

LIMITATION ON SERVICE

Appointments are:

- 50% or less (20 hours/week) - Including combined appointments
- Less than one year
- 50% maximum for International Students and Students with a 50% Associate appointment - **no exceptions.**
- Teaching Assistants 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
APPROVALS AND EXCEPTIONS

- Appointment Approvals: Department Chair
- 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 forms:

Eligibility Verification from Home Department Form - general employment eligibility
Exception to Employment Policy Form - from Home Dept. or Grad Div.
GENERAL INFORMATION
COMPENSATION

• Graduate Student Employees are exempt; no overtime/comp. time
• Readers and Tutors paid for hours worked
• Paid monthly

• 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
GENERAL INFORMATION

COMPENSATION

• Rates are paid on scale

• Concurrent employment in a non-academic title:
  • EX: 25% TA and 25% Std Asst for Winter Quarter
  • Academic title usually establishes pay schedule (monthly)
  • Coordinate with other employing department(s)

• Fall Quarter 4 month pay option for TA/Associate Appts.:
  • ASE is enrolled in UC Defined Contributions Plan
  • Contribution is deducted from October Paycheck
**TEACHING ASSISTANT**

**Definition:**
- Chosen for excellent scholarship, and promise as a teacher
- Serves 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
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

- “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.

- 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.
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
### TABLE 18
**STUDENT TITLES**
**TEACHING ASSISTANT AND EQUIVALENT, OTHER**

<table>
<thead>
<tr>
<th>Teaching Assistant**</th>
<th>Annual</th>
<th>1/9 Monthly</th>
<th>Quarterly</th>
<th>Annual</th>
<th>1/9 Monthly</th>
<th>Quarterly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40,102</td>
<td>4,455.78</td>
<td>13,367.33</td>
<td>41,306</td>
<td>4,589.56</td>
<td>13,768.67</td>
</tr>
</tbody>
</table>

*Four month rate (fall only)*

3,442.17
Definition and Responsibilities:

• A registered UC graduate student employed temporarily to give independent instruction of a course.

• Named the Instructor of record

• Appointment does not imply the responsibility of engaging in research
Terms and Conditions of Employment:

• Responsible for entire instruction of a course
• Upper-division undergraduate and Graduate courses requires the approval of the Academic Senate
• 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
ASSOCIATE IN

Hiring Procedure:

• Dept. submits the Appointment Packet to Graduate Division, which includes: Dept. letter of recommendation, UC Biography form, Teaching Evaluations and Graduate Transcript
• Deadline: at least 6 weeks prior to start of the quarter

Approval Authority:

a) Dean of Grad. Division - All actions, including request for exception
b) Dean of College/School - All actions
c) Academic Senate - for Upper-Division Undergrad and Graduate Courses

Post-Audit conducted by Academic Personnel
**TABLE 19
STUDENT TITLES
ASSOCIATE**

(1505)

<table>
<thead>
<tr>
<th>Salary Scale 10/1/16</th>
<th>1/9 Monthly Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Range</td>
<td>42,016 - 49,807</td>
</tr>
<tr>
<td>1/9 Monthly</td>
<td>4,668.44 - 5534.11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary Scale 10/1/17</th>
<th>1/9 Monthly Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Range</td>
<td>43,277 - 51,302</td>
</tr>
<tr>
<td>1/9 Monthly</td>
<td>4,808.56 - 5,700.22</td>
</tr>
</tbody>
</table>

Salaries within the Range

<table>
<thead>
<tr>
<th>Annual</th>
<th>1/9 Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>42,016</td>
<td>4,668.44</td>
</tr>
<tr>
<td>42,833</td>
<td>4,759.22</td>
</tr>
<tr>
<td>43,805</td>
<td>4,867.22</td>
</tr>
<tr>
<td>44,761</td>
<td>4,973.44</td>
</tr>
<tr>
<td>45,680</td>
<td>5,075.56</td>
</tr>
<tr>
<td>46,707</td>
<td>5,189.67</td>
</tr>
<tr>
<td>47,787</td>
<td>5,309.67</td>
</tr>
<tr>
<td>48,704</td>
<td>5,411.56</td>
</tr>
<tr>
<td>49,807</td>
<td>5,534.11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual</th>
<th>1/9 Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>43,277</td>
<td>4,808.56</td>
</tr>
<tr>
<td>44,118</td>
<td>4,902.00</td>
</tr>
<tr>
<td>45,120</td>
<td>5,013.33</td>
</tr>
<tr>
<td>46,104</td>
<td>5,122.67</td>
</tr>
<tr>
<td>47,051</td>
<td>5,227.89</td>
</tr>
<tr>
<td>48,109</td>
<td>5,345.44</td>
</tr>
<tr>
<td>49,221</td>
<td>5,469.00</td>
</tr>
<tr>
<td>50,166</td>
<td>5,574.00</td>
</tr>
<tr>
<td>51,302</td>
<td>5,700.22</td>
</tr>
</tbody>
</table>

*Four month rate fall only*

Salary is paid according to scale
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
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 instructor to perform the reader duties in a class of 30 students or less
**Table 18**

**Student Titles**

**Teaching Assistant and Equivalent, Other**

<table>
<thead>
<tr>
<th>Salary Scale</th>
<th>10/1/16</th>
<th>10/1/17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hourly</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Baccalaureate</td>
<td>15.32</td>
<td>15.78</td>
</tr>
<tr>
<td>Without Baccalaureate</td>
<td>14.56</td>
<td>15.00</td>
</tr>
<tr>
<td>(2850- Gship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2851- non-Gship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2500- non-student)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Definition and Responsibilities:

- Assists students in understanding course concepts, solutions to problems, study strategies, methods for independent work, exam prep
- Mostly used in CLAS and Economics

Appointment Criteria:

- Will usually be reserved for Grad Student
- Qualified undergraduate students may be so employed
- For CLAS: requires unofficial transcripts and letter of recommendation
Conditions of Employment:
• May not be assigned a workload of more than 40 hrs./week or 8 hrs./day

Compensation:
• Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot
### TABLE 20

**STUDENT TITLES**

*REMEDIAL TUTOR*

<table>
<thead>
<tr>
<th></th>
<th>Salary Scale 10/1/16</th>
<th>10/1/17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remedial Tutor I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Student Sessions</td>
<td>15.32</td>
<td>15.78</td>
</tr>
<tr>
<td>Group Sessions</td>
<td>20.62</td>
<td>21.24</td>
</tr>
<tr>
<td>(2288-Gship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2280- non-Gship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Remedial Tutor II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Student Sessions</td>
<td>18.42</td>
<td>18.98</td>
</tr>
<tr>
<td>Group Sessions</td>
<td>23.70</td>
<td>24.42</td>
</tr>
<tr>
<td>(2289- Gship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2290- Non-Gship)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRADUATE STUDENT RESEARCHER
RB IV-10

Definition:
• Assists faculty/PI with scholarly research related to the student’s academic field of study
• May collaborate in publication with faculty
• May not be assigned teaching, administrative, or general assistance duties

Appointment Criteria:
• Registered UC graduate student
• Student functions as an active collaborator/fundamental contributor to the intellectual content of the research
• Hired at steps consistent with the department’s practice
• Must hold BA/BS degree
Terms 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

Hiring Process:

- **Recommended:** Hiring dept. provides a notice of 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
**STUDENT TITLES**
**GRADUATE STUDENT RESEARCHER**
**FISCAL YEAR**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Step</th>
<th>Annual 10/1/16</th>
<th>Monthly 10/1/16</th>
<th>Annual 10/1/17</th>
<th>Monthly 10/1/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student</td>
<td>I</td>
<td>37,956</td>
<td>3,163.00</td>
<td>39,096</td>
<td>3,258.00</td>
</tr>
<tr>
<td>Researcher</td>
<td>II</td>
<td>40,908</td>
<td>3,409.00</td>
<td>42,144</td>
<td>3,512.00</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>45,732</td>
<td>3,811.00</td>
<td>46,740</td>
<td>3,895.00</td>
</tr>
<tr>
<td>(3284- academic year</td>
<td>IV</td>
<td>49,008</td>
<td>4,084.00</td>
<td>50,484</td>
<td>4,207.00</td>
</tr>
<tr>
<td>3286- summer)</td>
<td>V</td>
<td>52,260</td>
<td>4,355.00</td>
<td>53,832</td>
<td>4,486.00</td>
</tr>
<tr>
<td></td>
<td>VI</td>
<td>54,696</td>
<td>4,558.00</td>
<td>56,340</td>
<td>4,695.00</td>
</tr>
<tr>
<td></td>
<td>VII</td>
<td>69,076</td>
<td>4,923.00</td>
<td>60,852</td>
<td>5,071.00</td>
</tr>
<tr>
<td></td>
<td>VIII</td>
<td>63,780</td>
<td>5,315.00</td>
<td>65,700</td>
<td>5,475.00</td>
</tr>
<tr>
<td></td>
<td>IX</td>
<td>68,892</td>
<td>5,741.00</td>
<td>70,968</td>
<td>5,914.00</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>74,388</td>
<td>6,199.00</td>
<td>76,620</td>
<td>6,385.00</td>
</tr>
</tbody>
</table>

*title code 3276 no longer in use.

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Salary is paid according to scale.
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:
  - up to $900 per quarter for reimbursement of childcare expenses
  - Available to both ASEs and GSRs
  - 25% appointment
- Enrollment in UC Dependent Care Reimbursement Program
Leaves:

- Eligible for leave with/without pay
- Per academic year and not to exceed the appointment end date
- 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 REMISSIO N

• A registered graduate student employee with appointment(s) totaling 25% time or more is eligible for fee remission
• 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
RESO URC ES

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

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

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

OISS:
• International Student Employment Policy and Employment Authorization
CONTACTS

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

Human Resources:
Jennifer Smith- Labor Relations Analyst x4663 Jennifer.Smith@hr.ucsb.edu

Graduate Division:
Kacy Cashatt- Academic Appointment Analyst x4342 kacy.cashatt@graddiv.ucsb.edu

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

• Comments

• Student Title Workshop
  • January 18, 2018, 9-11:30am
  • HR, Rm 3101DD
  • Submit items to billyko@ucsb.edu for discussion