AGENDA

• Resources and Contacts
• General Information
• ASE Labor Contract
• Job Titles
• Compensation
• Benefits
• Fee Remission
RESOURCES

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

HR Labor Relations:
• ASE Labor Contract
• Grievances, Discipline and Dismissal

Graduate Division:
• Fee Remission, Fellowships, & Academic Services
• Home Dept. Employment Verification and Request to Exception Forms

Office of International Students & Scholars:
• International Student Visa Policies and Workshops
CONTACTS

Academic Personnel:

Billy Ko – Analyst for Academic Student Employees
  x4441 billy.ko@ucsb.edu
Joanie Vogel – Intercampus Payments, Reports and General Information
  x3445 joanievogel@ucsb.edu
AP Path Analysts – UCPath-related issues, email: AP-Path@ucsb.edu

Human Resources:

Tara Wise - Labor Relations Analyst
  x5982 tara.wise@hr.ucsb.edu

Graduate Division:

Rudy Reyes – Academic Appointment/Fellowship Analyst
  x2710 rudy.reyes@graddiv.ucsb.edu

Office of International Students & Scholars:
  x2929 oiss@sa.ucsb.edu
GENERAL INFORMATION

ELIGIBILITY – RB IV-1

• Registered student in 8 units minimum/12 units normal
• Good Academic Standing (3.0 GPA minimum)
• Fewer than 12 units of incomplete or no grades
• In an open degree status and within appropriate degree deadline
• Eligible to work under federal and state laws
  • For International Students– confer with OISS
• Additional criteria specific to the job title are found in Red Binder sections
  • Eligibility Verification from Home Department Form
    • Required for hiring graduate students outside of home department
    • Located at: Grad Div Website /financial/employment/academic-appointments
LIMITATION ON SERVICE

• Up to 50% time (20 hours/week) in all combined appointments
  • No Exceptions for International students and Associate appointments at 50% Time

• Duration for one year or less

• 12 quarters max of combined TA and Associates appointments
  • Does not include Summer appointments

• Up to 100% time (paid-status) during Summer and inter-quarter periods

• Refer to on AP Website Sections:
  Compensation & Benefits - Service vs. Payroll Period Chart
  Resources for Department Analysts/Graduate Student Appointments - Maximum Employment Chart
  Student Employment Guidelines
### GENERAL INFORMATION

#### EXCEPTIONS TO POLICY

<table>
<thead>
<tr>
<th>Home Academic Dept.</th>
<th>Graduate Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Employment above 51% - 75%</td>
<td>- Employment above 75%</td>
</tr>
<tr>
<td>- 13-15 quarters of TA/Associate</td>
<td>- Beyond 15 quarters of TA/Associate</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 appropriate degree deadlines</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>

Exception to Employment Policy Form located at: [http://www.graddiv.ucsd.edu/financial/employment/academic-appointments](http://www.graddiv.ucsd.edu/financial/employment/academic-appointments)
ASE LABOR CONTRACT

OVERVIEW

• Exclusively represented by UAW
• Memorandum of Understanding (MOU) - System-wide
• Current contract expires June 30, 2022
• ASE – Academic Student Employee Titles:
  • Teaching Assistant
  • Associate In
  • Reader
  • Remedial Tutor I, II

• Not Covered: Graduate Student Researchers (GSRs)
The UAW represents ASEs on issues pertaining to wages, hours, and terms & conditions of employment regardless of “membership” status.

The University has sole discretion on appointment/reappointment decisions.

ASEs may choose to accept or decline membership.

Members may vote and run for leadership positions. Monthly dues are deducted from paycheck.

Dept. provide UAW Membership Election Form (MEF) to ASE at time of new employee hire.

Form located at: AP Website/Resources for Department Analysts/Graduate Student Appointments/Other Resources.
Article 22 - Posting of Open Positions:

- **Campus Posting (AP website):**
  - Located at: 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 estimated available positions and Dept. contact information

- **Dept. Posting:**
  Depts. may provide additional information regarding ASE employment opportunities on website, bulletin boards, etc.
Article 27 - Orientation:

- UAW is allowed 30 mins to meet with new employees without University presence per Assembly Bill 119
- Mandatory for first-time ASEs
- One meeting per academic quarter:
  - Fall Quarter – following the Mandatory TA orientation
    See [http://oic.id.ucsb.edu/ta-development-program](http://oic.id.ucsb.edu/ta-development-program)
  - Follow-up meetings scheduled for Winter and Spring Quarters
  - Schedule provided on the Notice of Appointment Letter
• Students shall be notified of their ASE appointment offer by Spring Quarter of each year at the earliest—by mail or email

• If positions become available after the academic year begins, offer letter must be issued at least 30 days before start date

• The University shall offer year-long appointments when practicable

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

• Include or Follow-up with Responsibilities Checklist
ASE LABOR CONTRACT

WORKLOAD MAXIMUM

• ASEs is expected to communicate to their Supervisor if he/she may possibly exceed their maximum work hours

• The Supervisor may either:
  a) Increase the 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

• ASE must be notified in writing in advance prior to any significant changes to their job duties
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 pay or
b. Receive the equivalent pay 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
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

• Must be within the Dept. & Grad Council approved number of years for both advancement to candidacy and degree completion - Academic Senate Regulation 350A

• Master’s students must be within the four year time limit - 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 the supervision of a faculty member

• Not responsible 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” – added responsibilities such as: coordinating other TAs, developing pedagogical content for labs/sections, ensuring consistent grading, responding to student requests for DSP or other accommodations. **No higher pay rate.**

• Appointment at 50% or less may not be assigned a workload of more than 220 hours in a quarter, 40 hours/week, or 8 hours/day
**TEACHING ASSISTANT**

**Supervision and Review:**

- Selection, supervision, and training of TAs is the responsibility of the teaching department, Department Chair

- Written evaluation by overseeing faculty member conducted on a quarterly basis

- Evaluations should be included in any consideration for reappointment

**Approval Authority:**

- Department Chair
## Teaching Assistant

### Salary Scale – Table 18

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>Annual</th>
<th>Monthly</th>
<th>Quarterly</th>
</tr>
</thead>
<tbody>
<tr>
<td>2310</td>
<td>I</td>
<td>1</td>
<td>$45,138 (AY)</td>
<td>$5,015.33 (Annual ÷ 9)</td>
<td>15,0467 (Monthly x 3)</td>
</tr>
</tbody>
</table>

Optional 4-month pay: $3,761.50 (Quarterly ÷ 4)

Payroll Dates: 9/1 – 12/31

Note: Salary rate based on appointment at 100% time
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
• Minimum one year of teaching experience
• Must be within the Dept. & Grad Council approved number of years for both advancement to candidacy and degree completion -
  Academic Senate Regulation 350A
Terms and Conditions of Employment:

• Responsible for entire instruction of a course

• Upper-division undergraduate and graduate courses requires Academic Senate approval

• May not evaluate fellow grad student appointees (TAs). A faculty member must be assigned to evaluate/mentor TAs assigned to the course.

• Does not imply the responsibility of engaging in research
Hiring Procedure:

• Associate appointment packets submitted to the Graduate Division at least 8 weeks prior to the start of the quarter
• List of required document found in RB-IV-3.IV.B
• Refer to 11/2/20 AP Memo – Interim Associate Appointment Process (AP website/News and announcements/Memos)

Approval Authority (in order of submission):

1) Dean of Grad. Division – All actions, exception requests
2) Academic Senate – for Upper-Division Undergraduate and Graduate Courses
3) College Dean or Academic Personnel – Final Approval

Post-Audits conducted by Academic Personnel
## ASSOCIATE IN

### SALARY SCALE – TABLE 19

10/1/2020 Rates

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>Annual (Academic year)</th>
<th>Monthly (Annual ÷ 9)</th>
<th>Fall Quarter Only Optional 4-month pay (Quarterly ÷ 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1506</td>
<td>I</td>
<td>1</td>
<td>$47,292</td>
<td>$5254.67</td>
<td>3941.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>$48,211</td>
<td>$5356.78</td>
<td>4017.58</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>$49,306</td>
<td>$5478.44</td>
<td>4108.83</td>
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<tr>
<td></td>
<td></td>
<td>4</td>
<td>$50,381</td>
<td>$5597.89</td>
<td>4198.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>$51,415</td>
<td>$5712.78</td>
<td>4284.58</td>
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<tr>
<td></td>
<td></td>
<td>6</td>
<td>$52,572</td>
<td>$5841.33</td>
<td>4381.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>$53,786</td>
<td>$5976.22</td>
<td>4482.17</td>
</tr>
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<td></td>
<td></td>
<td>8</td>
<td>$54,819</td>
<td>$6091.00</td>
<td>4568.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>$56,061</td>
<td>$6229.00</td>
<td>4671.75</td>
</tr>
</tbody>
</table>

Note: Salary based on appointment at 100% time

Payroll Dates: 9/1 – 12/31
**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 graduate students
- Qualified undergraduates and non-UCSB Students may be hired to meet special needs or when grad students are not available
- Non-graduate hires are also subject to the ASE MOU
Terms and Conditions of Employment:

- Workload of no more than 40 hours/week or 8 hours/day
- Paid hourly for time reported

Class Size:

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

Approval Authority:

- Department Chair
# Salary Scale – Table 18

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>10/1/20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Choose from:</td>
<td></td>
<td>Hourly Rates</td>
</tr>
<tr>
<td>2850 - Fee remission</td>
<td>I (with Bachelors)</td>
<td>1</td>
<td>$17.26</td>
</tr>
<tr>
<td>2851 - No Fee Remission</td>
<td>II</td>
<td>1</td>
<td>$16.40</td>
</tr>
<tr>
<td>2500 - non UCSB Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

- Workload of no more than 40 hours/week or 8 hours/day
- Paid hourly for time reported
- Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot

Approval Authority:

- Department Chair
<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>10/1/20 Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remedial Tutor I</td>
<td>I</td>
<td>1</td>
<td>$17.26</td>
</tr>
<tr>
<td>Choose from:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Student</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2288 - Fee Remission</td>
<td>II</td>
<td>1</td>
<td>$23.22</td>
</tr>
<tr>
<td>2280 - Non Fee Remission</td>
<td>III</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remedial Tutor II</td>
<td>IV</td>
<td>1</td>
<td>$20.75</td>
</tr>
<tr>
<td>Choose from:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2289 - Fee Remission</td>
<td>IV</td>
<td>1</td>
<td>$26.70</td>
</tr>
<tr>
<td>2290 - Non-Fee Remission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group Sessions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRADUATE STUDENT RESEARCHER
RB IV-10

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 the publication of research results with faculty
• May not be assigned teaching, administrative, or general assistance duties

Appointment Criteria:

• 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

• Student **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.”

• **Recommended:** Provide GSRs with an appointment letter that includes, but is not limited to: employment title, begin and end dates, rate of pay, percentage time of appointment, and self-termination language.

Approval Authority:

• Department Chair
Salary Criteria:

The following steps are provided as guidelines for departments without their own established salary criteria. Departments may choose to appoint at higher or lower steps as long as all GSRs in the department are treated consistently.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step I</td>
<td>Pre-Masters degree, with no previous GSR experience</td>
</tr>
<tr>
<td>Step II</td>
<td>One year's graduate work completed</td>
</tr>
<tr>
<td>Step III</td>
<td>Post- Masters degree, or completion of at least two academic years of full-time graduate degree work at UCSB</td>
</tr>
<tr>
<td>Step IV</td>
<td>Post-Masters degree plus completion of at least one year of experience as a GSR</td>
</tr>
<tr>
<td>Step V</td>
<td>Advancement to doctoral candidacy</td>
</tr>
<tr>
<td>Step VI-X</td>
<td>Advancement to doctoral candidacy plus at least two years of experience as a GSR</td>
</tr>
</tbody>
</table>

**NOTE:** Salary must be paid at Step and FTE% based on work/effort. FTE% should not be set to pay a pre-determined rate.
### GRADUATE STUDENT RESEARCHER

**SALARY SCALE – TABLE 22**

10/1/20 Rates

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>3284</td>
<td>IV</td>
<td>1</td>
<td>$42,729</td>
<td>$3560.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>$46,053</td>
<td>$3837.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>$51,072</td>
<td>$4256.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>$55,163</td>
<td>$4596.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>$58,834</td>
<td>$4902.83</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>$61,565</td>
<td>$5130.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>$66,497</td>
<td>$5541.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>$71,787</td>
<td>$5982.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>$77,547</td>
<td>$6462.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>$83,727</td>
<td>$6977.25</td>
</tr>
</tbody>
</table>

*Note: Salary based on appointment at 100% time*
### COMPENSATION

- Academic student appointments 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

<table>
<thead>
<tr>
<th>ASE Titles</th>
<th>Graduate Student Researcher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year - 9/9 appointments</td>
<td>Fiscal Year- 11/12 appointments</td>
</tr>
<tr>
<td>Paid per quarter</td>
<td>Service and Pay Periods are the same</td>
</tr>
<tr>
<td>Refer to Service Period vs. Payroll Period Chart</td>
<td></td>
</tr>
</tbody>
</table>

Refer to Service Period vs. Payroll Period Chart
## COMPENSATION

### COMPARING JOB TITLE ATTRIBUTES

<table>
<thead>
<tr>
<th></th>
<th>Associate</th>
<th>TA</th>
<th>Reader</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FLSA status</strong></td>
<td>Exempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pay Rate</strong></td>
<td>S-Salaried</td>
<td></td>
<td>H-Hourly</td>
<td></td>
</tr>
<tr>
<td><strong>Pay Cycle</strong></td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pay Schedule</strong></td>
<td>9/9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **9/9 Academic Year**
- **11/12 Fiscal Year**
- **Hourly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly**
- **Bi-weekly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly**
- **Monthly**
- **S-Salaried**
- **Exempt**
- **Monthly**
- **S-Salaried**
- **Exempt**
COMPENSATION

SERVICE VS PAYROLL PERIOD

• For Associates and Teaching Assistants:
  • Service to Pay Period are not equal
  • Winter 2021 – 55 service days/ 64 payroll days
  • Spring 2021 – 55 service days/ 65 payroll days
  • Fall 2021 – 60 service days / 66 payroll days – 3 months pay
    88 payroll days – 4 month pay
  • Service days refers to start/end date of the quarter – See Registrar’s Calendar
  • Dates used in UCPag are for pay distribution only
  • See Pay and Service Period Chart: AP website/Compensation and Benefits
  • Mid-quarter hires/terminations will be discussed in Student Titles Workshop – February 24, 10am
**COMPENSATION**

**Additional Considerations:**

- Check the Person Organizational Summary in UCPath for any existing employment

- Concurrent employment in a non-academic title:
  - *EX: 25% TA and 25% Stdt Ast*
  - Academic title usually establishes pay schedule (monthly) and FLSA status (exempt)
  - Coordinate with other employing department(s)
  - Refer to the [Concurrent Jobs FLSA Status Determination Matrix](#)

- Terminate appointment in UCPath or place on SWB to avoid overpayment – see [Short Work Break Matrix](#)

- UCPath resources at: AP Website/ Resources for department analysts/UCPath
Health Benefits:

• Grad Student Employees appointed at 25% time or more are eligible to receive remission for Graduate Student Health Insurance (GSHIP)
• Appointment(s) at 75% or more over one year may be eligible for health insurance under the Affordable Healthcare Act (additional to GSHIP)

Childcare:

• Up to $1100 per quarter for reimbursement of childcare expenses for ASEs and GSRs appointed at 25% time or more
• May not double charge with expenses paid using UC Dependent Care Reimbursement Program
• Refer to Childcare Reimbursement Factsheet (AP Website/Resources for department analysts/Graduate student appointments/Benefits)
Leaves from Employment:

• Eligible for leave with/without pay – see AP website/Leave of Absence
• Per academic year, not to exceed appointment end date
• ASE Short-Term Leave:
  • Up to 2 days paid for salaried ASEs, unpaid for hourly ASEs
• ASE Long-Term leave:
  • Up to 6 weeks paid for Pregnancy Disability, Childbirth
  • Up to 4 weeks paid for Personal Health and family emergencies
  • 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

**NOTE:** Not eligible for students on academic leave
(withdrawal from University)
FEE REMISSION

• Must be registered and appointed at 25% time or more for fee remission eligibility

• 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
• Questions?

• Comments

• Student Title Workshop
  • February 24, 2021, 10–11:30am
  • Submit items to billyko@ucsb.edu for discussion