

STUDENT ACADEMIC TITLES

PART I



January 22, 2019

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
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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

ACADEMIC STUDENT EMPLOYEES AGREEMENT

ADMINISTRATIVE POINTS

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

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 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

Home Academic Dept. Approval

- Employment above 51% to 75%
- 13-15 quarters of TA/Associate Appointments
- Academic warning status (GPA below 3.0, 12 units+ of incompletes)
- Beyond normal time standards
- 1-3 quarters Beyond Time to degree

Graduate Division Approval

- Employment above 75%
- Beyond 15 quarters of TA/Associate Appointments
- On academic probation
- 4 or more quarters beyond time to degree
- Currently with full-time (100%) career staff appointment

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

TABLE 18
STUDENT TITLES
TEACHING ASSISTANT AND EQUIVALENT, OTHER

	<u>Grade</u>	<u>Step</u>	<u>Salary Scale 10/1/17</u>			<u>Salary Scale 10/1/18</u>		
			<u>Annual</u>	<u>1/9 Monthly</u>	<u>Quarterly</u>	<u>Annual</u>	<u>1/9 Monthly</u>	<u>Quarterly</u>
Teaching Assistant (2310)	I	1	41,306	4,589.56	13,768.67	42,546	4,727.33	14,182.00
							<u>Four month rate (fall only)</u> 3,545.50	

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

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

ASSOCIATE IN

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

**TABLE 19
STUDENT TITLES*
ASSOCIATE**

(1506)

Salary Scale 10/1/17		Salary Scale 10/1/18		four month rate
<u>Annual Range</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Monthly Range</u>	<u>fall only</u>
43,277 - 51,302	4,808.56 - 5,700.22	44,576 - 52,842	4,952.89 - 5,871.33	

<u>Grade</u>	<u>Step</u>	Salaries within the range		Salaries within the range		
		<u>Annual</u>	<u>1/9 Monthly</u>	<u>Annual</u>	<u>1/9 Monthly</u>	
I	1	43,277	4,808.56	44,576	4,952.89	3,714.67
I	2	44,118	4,902.00	45,442	5,049.11	3,786.83
I	3	45,120	5,013.33	46,474	5,163.78	3,872.83
I	4	46,104	5,122.67	47,488	5,276.44	3,957.33
I	5	47,051	5,227.89	48,463	5,384.78	4,038.58
I	6	48,109	5,345.44	49,553	5,505.89	4,129.42
I	7	49,221	5,469.00	50,698	5,633.11	4,224.83
I	8	50,166	5,574.00	51,671	5,741.22	4,305.92
I	9	51,302	5,700.22	52,842	5,871.33	4,403.50

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

READER

RB IV-8

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

READER

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.)**

READER SALARY SCALE

TABLE 18
STUDENT TITLES
TEACHING ASSISTANT AND EQUIVALENT, OTHER

	<u>Grade</u>	<u>Step</u>	<u>Salary Scale 10/1/17 Hourly</u>	<u>Salary Scale 10/1/18 Hourly</u>
Reader				
With Baccalaureate	I	1	15.78	16.26
Without Baccalaureate	II	1	15.00	15.45
(2850- Gship 2851- non-Gship 2500- non-student)				

REMEDIAL TUTOR I & II

RB IV-9

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

REMEDIAL TUTOR

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

REMEDIAL TUTOR SALARY SCALE

**TABLE 20
STUDENT TITLES*
REMEDIAL TUTOR****

			Salary Scale 10/1/17	Salary Scale 10/1/18
	<u>Grade</u>	<u>Step</u>	<u>Hourly</u>	<u>Hourly</u>
Remedial Tutor I				
Single Student Sessions	I	1	15.78	16.26
Group Sessions	II	1	21.24	21.88
(2288-Gship 2280- non-Gship)				
Remedial Tutor II				
Single Student Sessions	III	1	18.98	19.55
Group Sessions	IV	1	24.42	25.16
(2289- Gship 2290- Non-Gship)				

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 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
STUDENT TITLES
GRADUATE STUDENT RESEARCHER
FISCAL YEAR**

<u>Rank</u>	<u>Grade</u>	<u>Step</u>	<u>Salary Scale</u> 10/1/17		<u>Salary Scale</u> 10/1/18	
			<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>
Graduate Student Researcher (3284- academic year 3286- summer)	IV	1	39,096	3,258.00	40,272	3,356.00
		2	42,144	3,512.00	43,404	3,617.00
		3	46,740	3,895.00	48,144	4,012.00
		4	50,484	4,207.00	51,996	4,333.00
		5	53,832	4,486.00	55,452	4,621.00
		6	56,340	4,695.00	58,032	4,836.00
		7	60,852	5,071.00	62,676	5,223.00
		8	65,700	5,475.00	67,668	5,639.00
		9	70,968	5,914.00	73,092	6,091.00
		10	76,620	6,385.00	78,924	6,577.00

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

	ASE Titles			
Job Title	Associate	TA	Reader	Tutor
Job Code	1506	2310	2850 – Gship 2581 – Non-Gship 2500 - Non Student	2288 – Step I Gship 2289 – Step II Gship 2280 – Step I Non-Gship 2290 – Step II Non-Gship
FLSA status	Exempt	Exempt	Exempt	Exempt
Pay Rate	S-Salaried	S-Salaried	H-Hourly	H-Hourly
Pay Cycle	Monthly	Monthly	Hourly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly	
Pay Schedule	9/9 Academic Year	9/9 Academic Year	Bi-weekly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly	

GSR
3284 – Partial to Full Fee Remission 3266 – No Fee Remission
Exempt
S-Salaried
Monthly
11/12 Fiscal Year

SERVICE PERIOD VS. PAY PERIOD

TEACHING TITLES (ASSOCIATE AND TA)

WINTER QUARTER 2019																																		
JANUARY							FEBRUARY							MARCH																				
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
		1	2	3	4	5						1	2						1	2														
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9														
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16														
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23														
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30														
														31																				
Service Days							19							20							16							TOTAL: 55 DAYS						
Payroll Days							23							20							21							TOTAL: 64 DAYS						

- ASE performs work over the 55 day period but is paid over 64 days
- 1 Service Day = .8594 of a Payroll Day (for Winter 2019 example)
- See [Pay and Service Period Chart](#)
 - AP website/ Compensation and Benefits
 - Updated Annually

BENEFITS

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, Discipline 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 oiiss@sa.ucsb.edu



END

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