ACADEMIC STUDENT EMPLOYEES
ASES/UNIT 11

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Collective Bargaining Agreement

- Effective November 9, 2010 – Sept. 13, 2013
  - Negotiations are happening now between CSU and UAW.
- Continue implementation under the current agreement until notified otherwise.

To see the Unit 11 CBA online, copy this URL or right-click and open.
http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml
Classification Codes

- Teaching Associate. TAs are EXEMPT employees.
  - 2354 Academic Year
  - 2353 12-Month
  - 2324 summer session appointments

- Graduate Assistant. GAs are NON-EXEMPT.
  - 2325 Monthly
  - 2355 Academic Year
  - 2326 On-Campus Work Study

- Instructional Student Assistant. ISAs are NON-EXEMPT.
  - 1150 Regular
  - 1151 On-Campus Work Study
  - 1152 Off-Campus
  - 1153 Off-Campus Work Study

* “Non-Exempt” is paid for all hours assigned by the supervisor, and worked, including time spent in work-related meetings.
Graduate Assistants (GAs)

- **Qualifications**
  - Must be registered in a CSU graduate degree program and enrolled in courses toward the completion of a graduate degree.
  - Includes students enrolled in CSU courses through CSU extension if the courses are taken for credit toward the completion of the CSU graduate degree.
  - Students enrolled in credential programs or graduate programs outside the CSU are not eligible.

- **Timebase**
  - Can be appointed in any fraction up to half-time while the student is enrolled in classes. (20 hours per week, .5 FTE timebase)
  - May work more than halftime during academic breaks. (Intersession, spring break, summer)
  - Can be appointed in another student classification up to a combined total of approximately 20 hours per week while in classes
What can GAs do?

As the name would suggest...

- Assist a faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work.
- Work does not take precedence over graduating in a timely manner.
- Should be practical experience in fields related to their advanced study.
- Provide professional non-teaching assistance to faculty members.

Typical Activities of GAs

- Assisting in student instruction by conducting small discussion groups related to large lecture, television, or web-based courses, etc.
- Supervising laboratory periods, workshops, production courses, or other course activities.
- Assisting by handling equipment or performing demonstrations.
- Maintaining office hours to provide direct individual contact between student and graduate assistant.
- Clarifying course material or course content for students.
- Generally assisting faculty in evaluating student work and examinations.
- Preparing course materials and aids.
- Performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.
Typical Activities of GAs (Cont’d)

- Research
  - Providing assistance to faculty conducting authorized research by collecting and arranging data
  - Developing source materials
  - Summarizing reports
  - Searching the literature and compiling bibliographies
  - Developing and operating research equipment
  - Preparing and caring for research materials
  - Assisting in the conduct of experiments

- GAs are now considered non-exempt: “the FLSA status of all graduate students classified in the Graduate Assistant classification is non-exempt, regardless of whether or not they perform research related to their course of study.”


- Non-exempt status = paid all hours assigned and work.
What GAs Can’t do

Not…

- responsible for the instructional content of a course
- selecting student assignments
- planning of examinations
- determining the term grade for students

Not…

- providing the entire instruction of a group of students in a course
- A GA for a course he or she is enrolled in
- consulted regarded the grading of their peers.
Teaching Associates (TAs)

- **Qualifications**
  - Limited to degree-seeking graduate students in the academic department in which they are employed to perform instruction and who are employed because they are degree-seeking students in that department.
  - Must be a currently enrolled or admitted CSU graduate student and enrolled in courses toward the completion of that graduate degree.
  - Includes students enrolled in CSU courses through CSU extension if the courses are taken for credit toward the completion of the CSU graduate degree.
  - Students enrolled in credential programs or graduate programs outside the CSU are not eligible.

- **Timebase**
  - Appointed in any fraction less than full-time while the student is enrolled in classes.
  - TAs may be appointed up to full-time during academic breaks.
  - Can be concurrently appointed in another student classification up to a combined total of approximately 20 hours per week while enrolled in classes.
  - The salary rate is for the term of the assignment, similar to faculty and other exempt employees. It’s not an hourly rate.

- TAs can accrue and use sick leave. Vacation only in 12-mo classification.
What can TAs do?

- Assignments that primarily involve classroom and lab instruction.
- TA can be responsible for a course while under the direct supervision of a faculty member.
- Unlike GAs and ISAs, the TA can be the instructor for a course and determine the course grade.
What can TAs do? (cont’d)

- Typical Duties
  - Providing classroom and/or lab instruction
  - Making assignments to students
  - Preparing course materials
  - Administering exams
  - Assessing Student Performance
  - Tutoring students and determining course grades.
  - May assist faculty with field experience, supervision, simulation exercises and/or research projects.
Summer Session TAs


- For state-side and self-support summer session courses, hire TAs with Class Code 2324 instead of the 12-mo class code (2353)
Instructional Student Assistant (ISA)

- Qualifications
  - Admission or registration as a CSU student
  - Can be undergraduate or graduate student
  - Completion of specific coursework may be required in order to teach, grade, or tutor a course

- Hours of work
  - Part-time, up to 20 hours per week during academic periods, and may work FT during academic break periods.
  - May have concurrent assignments in other Student Assistant classifications as long as the maximum hours are not exceeded.
What can ISAs do?

- Different from other Student Assistant classifications whose duties includes clerical, technical, custodial, laborer...
- Under supervision, ISAs perform teaching, grading or tutoring duties for the majority of their work hours.
- (This is a broad description. Supervisor should think carefully about what type of ASE to hire)
Posting – Where and What

The CBA requires a central website.

Use the Campus Career Center website. To register and post on-campus jobs

1. Go to www.fullerton.edu/career
2. Click on “CSUF Staff” (on left)
3. Click on “Hire a Student”

Some department also maintain their own pages.

Must list open hire positions

- Defined as positions not used to fulfill a commitment of support made to a student:
  - (a) At the time of admission
  - (b) Under an existing advising relationship with a faculty member(s)
Posting – Where and What (cont’d)

- All postings shall contain the information required by Art. 2.3 of the CBA (next slide).
- May obtain sample template from FAR or use your own format.
- Keep it simple and clear and have the necessary elements.
- How long? Post at the Career Center for at least one week unless it is an emergency situation.
- Hiring same student next term is probably not an open hire and does not have to be reposted (“existing advising relationship with faculty member”)
- May obtain sample template from FAR.
Posting – Necessary Elements

1. Employment non-discrimination statement
2. General description of duties performed by ISAs, GAs and TAs
3. Minimum qualifications by classification
4. Statement that exceptions to the minimum eligibility qualifications may be granted at University’s sole discretion
5. Application procedures or hiring unit contact person for ISAs, GAs and TAs
6. Hiring criteria for each classification
7. Percentage or hours of appointment, when known
8. Deadlines for application and procedures for notification
Appointment Notification

- New requirements for providing appointment notifications
- Art. 2.7 - If hiring decision made in Spring term, then ASAPr but no later than 90 days prior to the start of the appointment (!)
- Hiring decision at other times, then no less than 30 days before the start of the appointment
- If position becomes available less than 30 days before appointment starts, then notice should be provided ASAPr.
- (ASAPr = As Soon As Practicable)
Appointment Notification Elements
(Required Elements in CMS Appointments)

- Must include and specify duration, terms, and conditions of appointment.
  - Appointment title
  - Appointment timebase percentage or range of hours. If hours are variable, the contract should say this.
  - Effective dates
  - Following statement: “Appointment automatically expires at the end of the period stated and does not establish an obligation for a subsequent appointment. No other notice shall be provided.”
  - Salary/wages
  - Health and other applicable benefits and deductions
  - Tuition and fee waiver or exemption information
  - Department or equivalent unit assigned to
  - Department or equivalent unit contact information
  - Systemwide website about the California Loyalty Oath
Must also include:

- Response requirements if any
- Statement that the position is covered by the CBA
- CBA website address: [http://www.calstate.edu/LaborRel/contracts_html/current_cba.shtml](http://www.calstate.edu/LaborRel/contracts_html/current_cba.shtml)
- UAW 4123 website with contact info
- If known or applicable, the following should be provided in the notice or in a separate document (see next slide):
  - The faculty member or supervisor the ASE reports to
  - The location where the work will be performed
  - The class assigned, if applicable
  - Specific duties and expectations of the appointment
  - Time and place of any applicable orientations
The Job Description (letting the student know what is expected)

- The ASE should be provided with a job position description. This is also a good way to reiterate important information, or provide details that were not in the posting or appointment notification.
  - Faculty member or supervisor the ASE reports to
  - Location where the work will be performed
  - The class assigned, if applicable
  - Specific duties and expectations
    - see Appendix F or come up with own form
  - Time and place of any applicable orientations
- Provide advance notice if initial duties change significantly
Appointment Process

- Will continue to be made through hiring department/college/unit

- Necessary paperwork:
  - GAs, TAs, ISAs
    - Completed appointment document
    - Use CMS
  - GAs, TAs, ISAs
    - Completed CSU-1 (if over 1 year since worked in Unit 11 position). Keep this in the personnel file.
    - Letters of Recommendation?

- Copy of TA, GA & ISA paperwork goes to payroll (except Work Study ISA paperwork first goes to Financial Aid)

- GA/TA/ISA will go to Payroll to complete sign-in paperwork if
  - New appointment or
  - If returning after a year

- Unit 11 employee has 14 days from the date of the written appointment offer to accept it
GA, TA, and ISA appointments are now all unconditional.

If an individual receives and accepts appointment(s) for one or more terms, and the position offered and accepted is no longer available, the CSU will ensure that the employee:

a. is placed in an appointment at the same level of compensation for the academic term(s) stated in the appointment notification, or

b. receives the same compensation in lieu of the position for the academic terms stated in the appointment notification

Reassignment? Must be to another position with the same compensation. (Article 2.13)

ASEs must remain academically eligible (Article 2.14)
Salary and Benefits

- Salary Schedule
  - [http://www.calstate.edu/hrpims/salary.htm](http://www.calstate.edu/hrpims/salary.htm)
  - The figures in the salary schedule are for a full-time (40 hours per week) position.

- TAs who are appointed at least half time for more than six months are eligible for benefits. See Article 3 if this happens.

- Parking Fees – GAs and ISAs pay the student rate. TAs have their own rate.
GAs are paid in five equal installments:

TAs are paid in six equal installments:
- Spring: End of Feb., March, April, May, June, July

Note: TAs that are appointed both fall and spring terms will receive their final fall paycheck in August.
Evaluations – Article 8

- If employment evaluations are to take place, the department/unit MUST provide in writing the evaluative criteria, schedule and procedures for written employment evaluations within first 14 days of the appointment.

- New CBA provides a more detailed procedure for evaluations.
Evaluations – Article 8 (cont’d)

- Give draft eval to ASE at least five days prior to placement in personnel file
- ASE has five days after receipt to request meeting with appropriate administrator
- Meet within 10 days of request
- ASE receives copy of final eval within five days after placement in file
- 14 days to submit a rebuttal statement after receipt
Personnel Files

- Pursuant to Article 17, personnel files must be kept pertaining to a Unit 11 employee’s employment (and previous campus employment).

- Documents not part of personnel file:
  - Materials re employee’s coursework
  - Pre-employment materials (part of the recruitment and hiring process with exception of the application)
  - Campus police records
  - Campus medical records

- Dean’s Office shall designate the location and the custodian of the file

- Employee has the right of access to all materials in his/her personnel file, and may request copies of the documents from the file

- For more information re Personnel Files in Article 17

- Personnel actions during the term of an appointment shall be based upon materials in the personnel file.

- Retention Policies
Article 23.14
The Union shall be provided 20 minutes to present Union information at campus-wide, college-wide and tutoring center orientations of employees. The union shall also be provided 20 minutes to present Union information at department employee orientations if all of the unit members have not been required to attend an employment orientation as defined above.

Article 23.15
The Union is solely responsible for the content and conduct of the Union presentation. No supervisor, manager, or University official shall be present at the Union presentation. The University shall notify the Union in writing of all campus-wide, college-wide and tutoring center orientations along with contact information at least 10 days prior to the commencement of each orientation.

FAR held university-wide orientations for the first time at the start of the Spring 2013 semester. Will offer them again in fall.
ISAs and GAs, as non-exempt employees, shall be paid for all hours assigned by supervisor, including work related meetings.

TAs are exempt employees.

Tutors shall be paid for showing up at the scheduled tutoring session if the student fails to show and the ISA was not notified before the start of the session. If this occurs, the tutor may be assigned to different duties.
Workload (Cont’d)

- ISAs shall be allowed 15 minute breaks for each 4 hour period worked.

- TAs are to be assigned reasonable workloads, i.e. The number of hours the university could reasonably expect the exempt employee to take to satisfactorily complete the work.
Reasonable Workload

- Measured by the consideration of several factors, including hours normally assigned, nature and quantity of work assignments, number of students, type of instruction, level of support, enrollment demand, and use of WTUs.

- Exempt employees should initiate discussions with their supervisor as soon as possible re workload issues.

- Workload grievances have an expedited/arbitration process.
Article 12 - Holidays

• There are several paid holidays recognized for TAs and GAs in Article 12. They get to be off, and to receive their normal salary for these periods. Exception: If the first working day of a new ASE is preceded by a holiday, they don’t get paid for that holiday. (Right-click this link to see Article 12 list of holidays)

• TAs are also entitled to a personal holiday taken on one day during the calendar year. If the TA doesn’t take the personal holiday before the end of the calendar year, it is forfeited.

• ISAs do not have paid holidays. ISAs are paid for all hours authorized to work
Article 14 – Leaves of Absence

Bereavement Leave (Article 14.3-14.5)
• All ASEs can receive up to 2 days leave of absence -- with pay -- for bereavement leave for an immediate family member. If it requires travel over 500 miles from home, the employee can receive up to 3 days leave of absence with pay. Bereavement leave may only be taken on those days the employee was previously scheduled to work and must be taken at the time of the death or funeral.

Illness or Injury (Article 14.10)
• An unpaid leave of absence may be granted for illness or injury. If appropriate, a physician’s statement may be required.

Jury Duty (14.7)
• An ASE who serves on a jury will still receive his/her salary.
• Payment shall only be made for those days the ASE was required to be at the court for jury duty. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work.
• If it is jury duty in a federal court, he/she must remit the amount received for such duty.
Contact FAR for more information

- Discipline
- Grievance Procedure
- Union Dues and Fair Share

These topics were not covered in detail by this PowerPoint, but if they come up, please contact FAR for assistance.