Objectives

- Academic Apprentice Personnel (AAP) Policy
- ASE Contract
- Employee Benefits
- Hiring Process
- APP Policy applied to UCPath
Overview

AAP POLICY
EMPL Class 11: ACADEMIC STUDENTS

THIS JOB CLASSIFICATION IS RESERVED FOR THE FOLLOWING:

UC Registered Graduate Students

- In a few cases UC Undergraduate Students
Job Classification

NO EMPLOYMENT OF GRADUATE STUDENTS IN ACADEMIC TITLES

Please note that campus policy prohibits the employment of graduate students in academic (e.g., lecturer, assistant professor) titles.

This policy was established to ensure that graduate students:

(1) make timely progress toward the degree,
(2) not be subjected to the conflicting roles of student and faculty member, and
(3) not be involved in the instruction of their peers.

MEDICAL INTERNS AND RESIDENTS

Medical interns and residents are restricted to the health sciences, and the policies applicable to these titles are distinct from those governing other student assistant titles. They are therefore not included in this manual.

Reference: Page 8 of AAP Manual
Academic Student Employees (ASE) AND Graduate Student Researcher (GSR) Policies

(UCLA Academic Personnel Office) → (UCLA Labor Relations) → (Graduate Council) → (Employment Contract) → (UCLA Academic Senate) → (Graduate Division)

(UCLA Student-Workers Union) → (GSR forming a Union)

(GSR forming a Union)
We provide consultation to departments regarding the interpretation and application of Academic Student Employee (ASE) /Graduate Student Researcher (GSR) personnel policies that impact transactional processing.

<table>
<thead>
<tr>
<th>Henry Hernandez</th>
<th>Shannon Yu</th>
<th>Jenny Tang</th>
<th>Hector Prado</th>
</tr>
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<tbody>
<tr>
<td>LAW</td>
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<td>ARTS AND ARCHITECTURE</td>
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<td>EDUCATION</td>
<td>GRADUATE PROGRAMS IN BIOSCIENCES</td>
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<td>LIFE SCIENCES</td>
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<td>THEATER, FILM AND TELEVISION</td>
<td>PUBLIC AFFAIRS</td>
<td>MUSIC</td>
<td>PHYSICAL SCIENCES</td>
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</table>
Basic Qualifications for ASEs and GSRs

- Minimum cumulative **3.0 GPA**
- Must be registered and enrolled in **12 units** (continuously through the academic quarter/semester) by the end of the 3rd week of the term.
- Satisfactory Academic Progress towards degree.
- Certain students hired under the TA's series must take the **Test of Oral Proficiency (TOP)**.
- Hired **TA's must enroll in course 375** for each academic quarter.
- Actively supervised by a UCLA faculty member.
- New students are recommended to attend course **495** given by the applicable hiring department in conjunction with **Center for Advancement of Teaching (CAT)**.

Reference: Page 7 of AAP Manual
ACADEMIC APPRENTICE PERSONNEL

Academic Student Employees (ASE) Job Codes – covered under the UAW contact

- 002310 – Teaching Assistant
- 001506 – Teaching Associate
- 002300 – Teaching Fellow
- 002850 – Reader
- 002852 – Special Reader
- 002288 – Remedial Tutor I
- 002289 – Remedial Tutor II
- 002860 – Tutor

Graduate Student Researcher (GSR) – No contract

- 003276 – Graduate Student Researcher

Reference: Pages 4 - 6 of AAP Manual
EMPLOYMENT CAPS (12/18 QUARTER RULE)

- ASE Appointments – 12 quarters (4 years) up to a maximum of 18 quarters (6 years).

- ASE Appointments – between 13 quarters and 15 quarters requires advancement to candidacy and the Academic Home Department Chair or Vice Chair approval (Graduate Division may conduct audits which would require the department to provide a copy of written approval). Effective July 1st, 2019

- ASE Appointments – between 16 quarters and 18 quarters requires advancement to candidacy and Graduate Division approval.

EXTENSION OF ASE APPOINTMENT LIMITS

Effective 2021-2022

**NEW** - temporarily extends the academic apprentice teaching appointments beyond the limits set forth in Academic Personnel Manual - 410 and 420. Specifically, a seventh year extension is permissible for matriculated students at UC during the quarters/semesters in which instruction is substantially impacted by COVID-19.

ASE Appointments – between 19 quarter and 21 quarter requires advancement to candidacy and Graduate Division approval. These will be handle on a quarter by quarter exception review.

Reference: Go.GRAD Announcements and Reminders
TEACHING CLASSIFICATIONS

Teaching Assistant
✓ No prior experience necessary.

Teaching Associate
✓ Has Master’s Degree or completed at least 36 units of graduate coursework (courses 375 or 495 are excluded) and at least one academic year of UCLA TA experience.

Teaching Fellow
✓ Requires Advancement to Doctoral Candidacy (ATC) and at least two years of UCLA TA experience.

Reference: Pages 4 - 6 of AAP Manual
Departmental Scholar

Teaching Assistant

✓ No prior experience necessary.

✓ Cannot exceed 25% appointment in any term
✓ Must have a 3.5 GPA
✓ Must have completed 12 quarters at UCLA if entered as a freshman or 6 quarters if entered as a transfer
✓ Must have completed 8 upper-division courses toward the undergraduate major
✓ Must be enrolled in at least 12 units
✓ Must enroll in the same 375 and 495 TA training and pedagogy courses that are required of graduate students in their respective departments.

Reference: Pages 16 - 17 of AAP Manual
TEACHING GROUP LEVEL

- Graduate Students teaching undergraduate level courses
- Graduate Students teaching graduate level courses
- Departmental Scholars teaching undergraduate level courses

Reference: Pages 4 - 6 of AAP Manual
TUTORS

• The primary duty of appointees in this title is individual or small group review instruction related to, but not required in, specific courses

READERS

• Assist in grading of student’s papers and exams, and may include limited advising and demonstration work related directly to

SPECIAL READERS

• An advanced graduate student who assists the faculty member who is teaching the course with the reading and grading of students’ papers and exams in upper division and graduate courses

These jobs titles are NOT to be used as TAs or GSRs
SUMMER APPOINTMENTS

SAME POLICIES APPLY FOR SUMMER SESSION APPOINTMENTS, WITH THE FOLLOWING CONDITIONS:

✓ Appointments do not count toward 12/18 quarter rule.
✓ Appointments count as qualifying advancement experience.
✓ Students are eligible for immediate promotion provided they meet qualifications.

Enrollment is not required provided the student:

✓ Eligible the preceding quarter and had not filed in the summer term.
✓ Will be registered and enrolled in the fall term.
✓ Submitted Intent to Register (SIR) the fall term if they are entering students.

SUMMER SESSIONS OFFICE CONTACT

If you questions or concerns, please contact the following staff:

✓ Jay Jang: jjang@summer.ucla.edu

✓ Alma Zavala: azavala@summer.ucla.edu

Summer Session Job Aid Document: https://summer.ucla.edu/planning/ap/jobaid
GRADUATE STUDENT RESEARCHERS (GSR)

• Selected for high achievement and promise as creative scholars
• Assist faculty members with scholarly research
• May or may not collaborate in the publication of research results as determined by supervising faculty members
• **GSRs may NOT be assigned teaching, administrative or general assistance duties**
CAMPUS-WIDE CRITERIA FOR GSR STEPS

Advanced to masters candidacy & One academic year of experience
Must be appointed step 3 and above

Advanced to doctoral candidacy & Two academic years of experience
Must be appointed step 5 and above

Departments must develop consistent hiring policies

Reference: Page 6 of AAP Manual
Graduate Students are permitted to work a maximum time of 50% in any combination of student positions, the equivalent to 20 working hours per week.

Graduate Students are permitted to work up to 100% during inter-quarter and summer only.

Reference: Page 10 of AAP Manual
OVER 50% MAXIMUM – DOMESTIC/INTERNATIONAL

OVER 50% MAXIMUM (INTERNATIONAL)

Approval must be given by the Dashew Center for International Students to allow employment above the 50% maximum.

BETWEEN 51% TO 75% (DOMESTIC/INTERNATIONAL)

Additional approval must be done by:

- Department level
- Division/School level

76% OR MORE

- Graduate Division Approval

*International students are not permitted to begin employment until ALL approvals have been checked-off.*
LEAVE ACCRUAL

ASEs
Are not eligible for vacation, sick leave accrual or holiday pay.

UAW Article 17.

GSRs
Are not eligible for sick leave accrual or holiday pay.
Appointed on a fiscal-year schedule at 50% time or more for 12 consecutive months or greater qualify for vacation leave accrual. Must be paid upon termination/separation.

Substitute teaching work performed by an ASE is compensable when coordinated and approved by the hiring department. The work may include but not limited to preparation time, classroom time, grading, and office hours.

The hiring department personnel should ensure that the ASE is appropriately compensated.
PROMOTIONS

✓ No retroactive changes are allowed for ASE/GSR job codes or steps after the quarter begins.

✓ TAs - Advances are made upon recommendation by the chair of the department, based on performance evaluations by supervising faculty (which must be documented if advancement).

✓ Promotions/step advancements must occur no later than two weeks before the beginning of the appointment.
TAX INFORMATION & DCP

If a student holding an academic apprentice title has an appointment over 50%, or is enrolled in fewer than 8 units, earnings are subject to Medicare deductions, and Defined Contribution Plan (DCP) Safe Harbor contributions.

FICA Exemption

Students who are enrolled half-time (six units during a given quarter; two units during the summer), and work less than 80% time are exempt from FICA withholdings.

Nonresident aliens on F or J visas are exempt from FICA withholdings until they qualify as a US resident for tax purposes.

Reference: Pages 9,11 of AAP Manual
Overview

ASE CONTRACT HIGHLIGHTS
# Academic Student Employees Unit (BX)

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<thead>
<tr>
<th>Article</th>
<th>Title</th>
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<td>2</td>
<td>Appointment Notification</td>
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<td>Appointment Security</td>
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<td>4</td>
<td>Childcare</td>
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<td>Classifications</td>
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<tr>
<td>6</td>
<td>Defined Contribution and University Retirement Plan(s)</td>
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<tr>
<td>7</td>
<td>Definitions</td>
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<tr>
<td>8</td>
<td>Discipline and Dismissal</td>
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<tr>
<td>9</td>
<td>Emergency Layoff</td>
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<td>10</td>
<td>Employment Files and Evaluations</td>
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<td>Fee Remission</td>
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<td>Grievance and Arbitration</td>
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<td>13</td>
<td>Health and Safety</td>
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<td>Health Benefits</td>
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<td>Holidays</td>
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<td>Labor-Management Meetings</td>
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<td>Leaves</td>
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<td>Management and Academic Rights</td>
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<td>Severability</td>
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<td>Summer Session</td>
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<td>Training and Orientation</td>
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<td>Travel</td>
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<td>Union Access and Rights</td>
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<td>Workspace and Instructional Support</td>
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<td>35</td>
<td>Workload</td>
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</table>

Contract effective August 23, 2018 to June 30, 2022
Overview

EMPLOYEE BASED BENEFITS
BENEFITS

ASE’S

- Fee Remissions
- Fee Deferral
- Advance Loans
- Childcare Reimbursement
- Childbirth Accommodation

GSR

- Fee Remissions
- Fee Deferral
- Advance Loans
- Childcare Reimbursement
- Childbirth Accommodation
FEE REMISSION BENEFITS

Employer-paid benefits applied to the appointees quarterly/semester fee assessment.

Appointment conditions determine eligibility.

Students hired as ASEs enrolled in self-supporting programs are eligible for equivalent remission benefits covered via departmental fellowship *(Articles 11, 14 - UC-UAW Contract).*
# FEE REMISSION ELIGIBILITY

In order to qualify for ASE or GSR remissions percent appointment must be 25% time or greater not to exceed 50%.

<table>
<thead>
<tr>
<th>ASE’s</th>
<th>GSR</th>
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</thead>
<tbody>
<tr>
<td>100% Tuition</td>
<td>100% Tuition</td>
</tr>
<tr>
<td>100% Student Services Fee</td>
<td>100% Student Services Fee</td>
</tr>
<tr>
<td>100% GSHIP</td>
<td>100% GSHIP</td>
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<tr>
<td>$100 Campus Fee</td>
<td>100% Nonresident Supplemental Tuition - if employed in GSR(s) at 45% FTE or more.</td>
</tr>
</tbody>
</table>

Reference: Page 14,15 of AAP Manual
FEE DEFERRALS

EXCLUSIVELY FOR AAP APPOINTMENTS

✓ Request access by contacting Fellowships and Financial Services.
✓ Departments can post deferrals upon the student’s request.
✓ Students have 2 additional months to pay their tuition.
✓ Any fellowships/loans the student receives will be used to cover any balance of fees regardless of an active fee deferral.
✓ Students are responsible for ensuring that fees are paid by the payback deadline. An additional $50 late charge is applicable if the fee deferral deadline is not met.
CHILDCARE REIMBURSEMENT PROGRAM

✓ For registered UCLA graduate students holding at least a 25% ASE and/or GSR appointment during the academic year and who have (a) qualified dependent(s)

✓ Up to $1,100/quarter or $1,650/semester

✓ Childcare Reimbursement Procedures
ADDITIONAL COMPENSATION

Best ASE/GSR Award

Awards based upon achievement as an employee are to be paid through UCPath as an employee award.
Overview

HIRING PROCESS
Hiring Checklist for Department

ASEs

✓ Initial Appointment Offer Letter
✓ Supplemental Letter (TA's and Special Readers Duties/Responsibilities)
✓ Membership Election Form

ASEs and GSRs

✓ Statement of Understanding
✓ Authorization to Work Over 50% Time (if applicable)
✓ Dashew Approval Letter (if applicable)
✓ Multiple FLSA Form
✓ Other supplemental materials
✓ UCRS 419 (STATEMENT CONCERNING YOUR EMPLOYMENT IN A UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY)
Overview

APP POLICY APPLIED TO UCPATH
AAP Policy applied to UCPATH

APP Policies & Hiring Process

Fee Remissions

UCPATH

Human Resources

Funding

Payroll
Conflicting FLSAs

*Exempt vs. Nonexempt*

The hiring department must coordinate with other hiring unit(s) and obtain approval from the necessary Central Office(s) (APO, CHR, Graduate Division) to arrive at a single FLSA status for the hiring departments to use. Once the Central Office(s) has approved the FLSA you may proceed with the hire as directed by the central offices.
<table>
<thead>
<tr>
<th>FLSA &amp; PAY GROUP</th>
<th>TEACHING ASSISTANTSHIPS</th>
<th>GSR</th>
<th>READERS, TUTORS, ETC.</th>
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<tbody>
<tr>
<td><strong>FLSA STATUS</strong></td>
<td>EXEMPT</td>
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<td>(MO) MONTHLY</td>
<td>(MO) MONTHLY</td>
<td>(BW) HOURLY</td>
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<td><strong>PAY GROUP</strong></td>
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<td>4AC</td>
<td>4BH</td>
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# Graduate Division Fellowships and Financial Services

## Multiple FLSA Approval Form

This document is to request approval from the central offices to align the FLSA and pay frequency for employees with concurrent jobs. UCPath only permits one FLSA and Pay Frequency status for an employee. For concurrent jobs more than 50% FTE, attach the Authorization to Work > 50% Time Approval Form. For international students attach Dashefs’ Center Approval.

### Section 1
**Employee Name**

<table>
<thead>
<tr>
<th>Job Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
</tr>
</tbody>
</table>

**JOB 1** - Yes [ ] No [ ] If Yes, Explain:

| Job Code | 00 |
| Job FTE | 0.0 |
| Pay Frequency | Select |

**JOB 2** - Yes [ ] No [ ] If Yes, Explain:

| Job Code | 00 |
| Job FTE | 0.0 |
| Pay Frequency | Select |

**JOB 3** - Yes [ ] No [ ] If Yes, Explain:

| Job Code | 00 |
| Job FTE | 0.0 |
| Pay Frequency | Select |

**Job 1 - DEPT NAME**

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<thead>
<tr>
<th>CONTACT NAME</th>
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**Job 2 - DEPT NAME**

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<th>CONTACT NAME</th>
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**Job 3 - DEPT NAME**

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<th>CONTACT NAME</th>
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### Section 2

<table>
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<th>CENTRAL OFFICE RECOMMENDATION</th>
<th>JOB CODE(s)</th>
<th>APPROVED FLSA</th>
<th>PAY FREQUENCY</th>
<th>PAYGROUP</th>
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<th>APPROVED DATE</th>
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After completing section 3, forward to one of the Central Offices to begin the approval process. Based on the Job Titles involved, please forward this form to: CHR Compensation, Graduate Division (GD), Academic Personnel Office (APO), and/or Health System.

Last Updated: 04/2019
## POSITION DATA – SALARY PLAN

### Salary Plan Information

<table>
<thead>
<tr>
<th>Salary Admin Plan</th>
<th>Salary Grade</th>
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<th>Standard Hours</th>
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<tr>
<td></td>
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<table>
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<th>Wed</th>
<th>Thu</th>
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<tr>
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<td>8.00</td>
<td>8.00</td>
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</table>
MAX HEAD COUNT ASE LIMITATION

Job Information
- Business Unit: LACMP
- Job Code: 003276
- Reg/Temp: Not Applicable
- Shift: Not Applicable
- Title: GSR-PARTIAL FEE REM
- Manager Level: All Other Positions
- Full/Part Time: System Default - Sele
- Union Code: 99 Non-Represented

Specific Information
- Effective Date: 07/01/2019
- Status: Active
- Incumbents
  - Max Head Count: 1

Education and Government
- Position Pool ID
- Pre-Encumbrance Indicator: No Encumbrance
- Encumber Salary Option: Salary Grade Minimum
- Classified Indicator: Academic
- Calc Group (Flex Service)
- FTE: 0.000009

EMPLOYEE RELATION CODES

ASE
Covered under the Higher Education Employer-Employee Relations Act (HEERA)

GSR
NOT covered under HEERA
EMPLOYEE RELATIONS CODE

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<td>Current Head Count</td>
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**Employee Relations Code**

- **Effective Date**: 07/01/2019
- **Status**: Active
- **HR Worksite**: Stud Academic Title, HEERA
- **Representation Code**: Covered

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<th>Description</th>
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<td>2 S</td>
<td>SHP Required</td>
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**Security Clearance**

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Academic Apprentice Personnel Policy and Transactional Training
UNION CODE & EMPLOYEE RELATION CODES

BX = HEERA
ASEs

99 = NO HEERA
GSRs

# SMART HR TEMPLATE – ACADEMIC ONLY

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<th>DESCRIPTION</th>
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<td>Academic Concurrent Hire/Inter Location Transfer</td>
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<tr>
<td>UC_FULL_HIRE_AC</td>
<td>Full Hire - Academic Use Only</td>
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<tr>
<td>UC_INVOL_TERM</td>
<td>Involuntary Termination</td>
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<tr>
<td>UC_REHIRE_AC</td>
<td>Rehire - Academic</td>
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<tr>
<td>UC_REHIRE_REI_AC</td>
<td>Rehire Reinstatement - For Academic Appointments</td>
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<tr>
<td>UC_TRANSFER_AC</td>
<td>Intra-Business Unit Transfer - Academic Only</td>
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<td>UC_VOL_TERM</td>
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### Job Data – Step

**Job - Salary Plan**

<table>
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<th>Salary Grade</th>
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<tbody>
<tr>
<td>Step</td>
<td></td>
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</table>

Graduate Division Fellowships and Financial Services
**SALARY RATES**

✓ Salary scales for TAs, Readers, Tutors, and GSRs are found at:

- Academic Apprentice Salary Scales
- Graduate Student Researcher (GSR) Salary Scales

**RANGE ADJUSTMENTS**

✓ Range adjustments are updated when they are approved by the Regents and/or negotiated between the University and the Unions.

✓ They normally occur in October.
TYPES OF EMPLOYEE PAY

✓ Base Rate – Salary or Hourly Wage.

✓ Rewards – best ASE/GSR awards are based upon achievement as an employee are to be paid through UCPath as an employee award.

✓ Substitute TA: work performed by an ASE is compensable when coordinated and approved by the hiring unit.

✓ Childcare Reimbursement.

✓ WITHOUT-SALARY (WOS) APPOINTMENTS ARE NOT PERMITTED.
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Rate Code</th>
<th>Comp Rate</th>
<th>Comp Freq</th>
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STANDARD JOB PERIODS

**FALL**
- Begin date: 10/1
- End date: 12/31

**WINTER**
- Begin date: 1/1
- End date: 3/31

**SPRING**
- Begin date: 4/1
- End date: 6/30
JOB EXPECTED END DATE

Work Location - Expected Job End Date

Expected Job End Date [ ]

End Job Automatically [ ]
SHORT WORK BREAK (SWB)

A status where permitted by policy or Collective Bargaining Agreement (CBA) temporarily takes an employee off of pay status (up to 4 months) when a bonafide leave action is not appropriate.

SWB should ONLY be used for ASE/GSR under the following circumstances (*no exceptions*):

- In between quarters (e.g., employed fall and spring – SWB during winter)
- Winter break
- Spring break
- Summer break

Must only be used when there is an intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.
For registered UCLA students holding at least a 25% ASE and/or GSR appointment during the academic year and who have (a) qualified dependent(s)

- Up to $1,100/quarter or $1,650/semester

Type of Add’l Compensation | Earn Code
-----------------------------|---------
Child Care Assistance | CCA
ADDITIONAL COMPENSATION

Substitute TA

Substitute teaching work performed by an ASE is compensable when coordinated and approved by the hiring unit.

Best ASE/GSR Award

Awards based upon achievement as an employee are to be paid through UCPath as an employee award.

<table>
<thead>
<tr>
<th>Type of Add’l Compensation</th>
<th>Earn Code</th>
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<tbody>
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<td>Substitute TA</td>
<td>RGN</td>
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| Best ASE/GSR Award        | AWD       |
Thank You