Academic Apprentice Personnel Policy
Training

Victor Cisneros, Academic Apprentice Personnel Coordinator
Graduate Division
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**
- **UCLA Academic Senate Graduate Council**
- **UCLA Graduate Division**
- **Employment Contract**
- **UC Student-Workers Union Local 2865**

GSR unionization
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.

We are a unit within Graduate Division.

Henry Hernandez
LAW
DENTISTRY
MEDICINE
PUBLIC HEALTH
GRADUATE PROGRAMS IN BIOSCIENCES
THEATER, FILM AND TELEVISION

Shannon Yu
HUMANITIES
MANAGEMENT
NURSING
PUBLIC AFFAIRS
SOCIAL SCIENCES

Jenny Tang
EDUCATION
ENGINEERING
MUSIC

Hector Prado
LIFE SCIENCES
PHYSICAL SCIENCES
ARTS AND ARCHITECTURE
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.
- Satisfactory Academic Progress toward the degree.
- Certain students hired under the TA's series must take the **Test of Oral Proficiency (TOP)**.
- Hired **TAs must enroll in course 375** for each academic quarter.
- Actively supervised by a UCLA faculty member.
- * Campus-wide TA Training Requirements - **495 pedagogy course** (Effective Fall 2022)
TOP Exam waiver

Eligibility criteria: must have earned a prior undergraduate degree from an institution at which English is the sole language of instruction.

- Send an email to gdsupport@grad.ucla.edu
- Subject line must read: TOP Exemption request
- Body of the email should include the following:
  - Name
  - UID
  - Undergraduate university
- Must be submitted at least two weeks before the beginning of the term
- Provide proof that their undergraduate institution’s sole language of instruction is English.
ACADEMIC APPRENTICE PERSONNEL

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

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) – covered under the UAW (Negotiations for a 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 that require the department to provide a copy of written approval). **Effective July 1st, 2019**

ASE Appointments – between 16 and 18 quarters requires advancement to candidacy and **Graduate Division approval**. **These will be handled on a quarter-by-quarter exception review.**

TEACHING CLASSIFICATIONS

Teaching Assistant
✓ No prior experience necessary.

Teaching Associate
✓ Has a 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 the 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
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**

Reference: Page 6 of AAP Manual
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
SUMMER APPOINTMENTS

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

- Appointments do not count toward the 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 have questions or concerns, please get in touch with the following staff:

✓ Jay Jang: jjang@summer.ucla.edu

Summer Session Job Aid Document: https://summer.ucla.edu/planning/#academic-student-employee-ase-opportunities
MAXIMUM EMPLOYMENT PERCENTAGE

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

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

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

OVER 50% MAXIMUM (INTERNATIONAL)

The Dashew Center must approve International Students for 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

Substitute teaching work performed by an ASE is compensable when coordinated and approved by the hiring department. The result may include but is 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.

Reference: Page 4, 5, 6, 11, 16 of AAP Manual
TAX INFORMATION & DCP

- If a student holding an academic apprentice title has an appointment over 50% or is enrolled in fewer than eight 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 US residents for tax purposes.

Reference: Pages 9, 11 of AAP Manual
Overview

ASE CONTRACT HIGHLIGHTS
### Academic Student Employees Unit (BX)

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recognition</td>
</tr>
<tr>
<td>2</td>
<td>Appointment Notification</td>
</tr>
<tr>
<td>3</td>
<td>Appointment Security</td>
</tr>
<tr>
<td>4</td>
<td>Childcare</td>
</tr>
<tr>
<td>5</td>
<td>Classifications</td>
</tr>
<tr>
<td>6</td>
<td>Defined Contribution and University Retirement Plan(s)</td>
</tr>
<tr>
<td>7</td>
<td>Definitions</td>
</tr>
<tr>
<td>8</td>
<td>Discipline and Dismissal</td>
</tr>
<tr>
<td>9</td>
<td>Emergency Layoff</td>
</tr>
<tr>
<td>10</td>
<td>Employment Files and Evaluations</td>
</tr>
<tr>
<td>11</td>
<td>Fee Remission</td>
</tr>
<tr>
<td>12</td>
<td>Grievance and Arbitration</td>
</tr>
<tr>
<td>13</td>
<td>Health and Safety</td>
</tr>
<tr>
<td>14</td>
<td>Health Benefits</td>
</tr>
<tr>
<td>15</td>
<td>Holidays</td>
</tr>
<tr>
<td>16</td>
<td>Labor-Management Meetings</td>
</tr>
<tr>
<td>17</td>
<td>Leaves</td>
</tr>
<tr>
<td>18</td>
<td>Management and Academic Rights</td>
</tr>
<tr>
<td>19</td>
<td>No Strikes</td>
</tr>
<tr>
<td>20</td>
<td>Non-Discrimination in Employment</td>
</tr>
<tr>
<td>21</td>
<td>Parking and Transit</td>
</tr>
<tr>
<td>22</td>
<td>Posting</td>
</tr>
<tr>
<td>23</td>
<td>Reasonable Accommodations</td>
</tr>
<tr>
<td>24</td>
<td>Severability</td>
</tr>
<tr>
<td>25</td>
<td>Summer Session</td>
</tr>
<tr>
<td>26</td>
<td>Training and Orientation</td>
</tr>
<tr>
<td>27</td>
<td>Travel</td>
</tr>
<tr>
<td>28</td>
<td>Union Access and Rights</td>
</tr>
<tr>
<td>29</td>
<td>Union Security</td>
</tr>
<tr>
<td>30</td>
<td>Wages</td>
</tr>
<tr>
<td>31</td>
<td>Waiver</td>
</tr>
<tr>
<td>32</td>
<td>Workload</td>
</tr>
<tr>
<td>33</td>
<td>Workspace and Instructional Support</td>
</tr>
<tr>
<td>34</td>
<td>Duration</td>
</tr>
<tr>
<td>35</td>
<td>Workload</td>
</tr>
</tbody>
</table>

Contract effective August 23, 2018 to June 30, 2022
Academic Student Employees Unit (BX)

QUESTION ABOUT THE ASE CONTRACT PLEASE CONTACT

Kim Massih (Campus), kmassih@chr.ucla.edu

Marnie Phillips (Campus), mPhillips@chr.ucla.edu

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

EMPLOYEE BASED BENEFITS
<table>
<thead>
<tr>
<th>BENEFITS</th>
<th>ASE’S</th>
<th>GSR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ Fee Remissions</td>
<td>✓ Fee Remissions</td>
</tr>
<tr>
<td></td>
<td>✓ Fee Deferral</td>
<td>✓ Fee Deferral</td>
</tr>
<tr>
<td></td>
<td>✓ Advance Loans</td>
<td>✓ Advance Loans</td>
</tr>
<tr>
<td></td>
<td>✓ Childcare Reimbursement</td>
<td>✓ Childcare Reimbursement</td>
</tr>
<tr>
<td></td>
<td>✓ Childbirth Accommodation</td>
<td>✓ Childbirth Accommodation</td>
</tr>
</tbody>
</table>
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

To qualify for ASE or GSR remissions, the percent appointment must be 25% or greater, at most 50%. If a student meets this criterion, submit Fee Remissions even if they have Graduate Division funding posted.

ASE’s
- 100% Tuition
- 100% Student Services Fee
- 100% GSHIP
- $100 Campus Fee

GSR
- 100% Tuition
- 100% Student Services Fee
- 100% GSHIP
- 100% Nonresident Supplemental Tuition - if employed in GSR(s) at 45% FTE or more.

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.
Advance Loans

EXCLUSIVELY FOR AAP APPOINTMENTS

Academic Student Employees and Graduate Student Researchers employed at least 25% time are eligible to receive an interest-free advance on their student funding, provided they have an "active" appointment as defined in UCPath for the applicable term at the time of submission.

<table>
<thead>
<tr>
<th>Term</th>
<th>Applications Open</th>
<th>Applications Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 12, 2022</td>
<td>September 28, 2022</td>
</tr>
<tr>
<td>Winter</td>
<td>November 28, 2022</td>
<td>December 7, 2022</td>
</tr>
<tr>
<td>Spring</td>
<td>March 6, 2023</td>
<td>March 29, 2023</td>
</tr>
</tbody>
</table>
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 → UCPATH

Fee Remissions → UCPATH

UCPATH → Human Resources
UCPATH → Funding
UCPATH → Payroll
FAIR LABOR STANDARD ACT (FLSA)

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.
## FLSA & PAY GROUP

<table>
<thead>
<tr>
<th></th>
<th>TEACHING ASSISTANTSHIPS</th>
<th>GSR</th>
<th>READERS, TUTORS, ETC.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLSA STATUS</strong></td>
<td>EXEMPT</td>
<td>EXEMPT</td>
<td>EXEMPT</td>
</tr>
<tr>
<td><strong>UNION CODE</strong></td>
<td>BX</td>
<td>99</td>
<td>BX</td>
</tr>
<tr>
<td><strong>PAY FREQUENCY</strong></td>
<td>(MO) MONTHLY</td>
<td>(MO) MONTHLY</td>
<td>(BW) HOURLY</td>
</tr>
<tr>
<td><strong>PAY GROUP</strong></td>
<td>4AC</td>
<td>4AC</td>
<td>4BH</td>
</tr>
</tbody>
</table>
### Multiple FLSA Approval Form

This document is to request approval from the central office 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 Dashew's Center Approval.

#### Section 1

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EMPL ID</th>
<th>UCLA UID</th>
<th>Academic Home Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Job Information

<table>
<thead>
<tr>
<th>Are job duties applicable to employee's academic career?</th>
<th>Job Code</th>
<th>Job Title</th>
<th>Job FTE</th>
<th>Job Begin Date</th>
<th>Job End Date</th>
<th>FLSA</th>
<th>Pay Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB 1 - Yes [ ] No [ ] If Yes, Explain</td>
<td>00</td>
<td>0.0%</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JOB 2 - Yes [ ] No [ ] If Yes, Explain</td>
<td>00</td>
<td>0.0%</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JOB 3 - Yes [ ] No [ ] If Yes, Explain</td>
<td>00</td>
<td>0.0%</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job 1:** DEPT NAME | CONTACT NAME | EMAIL | PHONE # | TODAY'S DATE
**Job 2:** DEPT NAME | CONTACT NAME | EMAIL | PHONE # | TODAY'S DATE
**Job 3:** DEPT NAME | CONTACT NAME | EMAIL | PHONE # | TODAY'S DATE

#### Section 2

<table>
<thead>
<tr>
<th>CENTRAL OFFICE RECOMMENDATION</th>
<th>JOB CODE(n)</th>
<th>APPROVED FLSA</th>
<th>PAY FREQUENCY</th>
<th>PAYGROUP</th>
<th>APPROVED BY</th>
<th>APPROVED DATE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPENSATION (CHR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRADUATE DIVISION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After completing **section 1**, 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

<table>
<thead>
<tr>
<th>Salary Plan Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary Admin Plan</strong></td>
</tr>
<tr>
<td><strong>Salary Grade</strong></td>
</tr>
<tr>
<td><strong>Step</strong></td>
</tr>
<tr>
<td><strong>Standard Hours</strong></td>
</tr>
<tr>
<td><strong>Work Period</strong></td>
</tr>
<tr>
<td><strong>Mon</strong></td>
</tr>
<tr>
<td><strong>Tue</strong></td>
</tr>
<tr>
<td><strong>Wed</strong></td>
</tr>
<tr>
<td><strong>Thu</strong></td>
</tr>
<tr>
<td><strong>Fri</strong></td>
</tr>
<tr>
<td><strong>Sat</strong></td>
</tr>
<tr>
<td><strong>Sun</strong></td>
</tr>
</tbody>
</table>
MAX HEAD COUNT ASE LIMITATION
**EMPLOYEE RELATION CODES**

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

**GSR**
NOT covered under HEERA
EMPLOYEE RELATIONS CODE

<table>
<thead>
<tr>
<th>Employee Relations Code</th>
<th>Stud Academic Title, HEERA</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Worksite</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>07/01/2019</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Security Clearance</td>
<td></td>
</tr>
<tr>
<td>Security Clearance Type</td>
<td>Description</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Transaction ID: 100009132
Position Number: 40269071
Headcount Status: Current Head Count 0 out of 1

Description | Specific Information | UC Position Data | Supporting Documents
Save for Later | Cancel
UNION CODE & EMPLOYEE RELATION CODES

BX = HEERA
ASEs

99 = NO HEERA
GSRs

# SMART HR TEMPLATE – ACADEMIC ONLY

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

<table>
<thead>
<tr>
<th>Salary Administration Plan</th>
<th>Salary Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step</strong></td>
<td></td>
</tr>
</tbody>
</table>
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 usually 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 and 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>
</tr>
</thead>
<tbody>
<tr>
<td>GSR</td>
<td>003276</td>
<td>UCANNL</td>
<td>A</td>
<td>UC_FY</td>
</tr>
<tr>
<td>Assistant</td>
<td>002310</td>
<td>UCANNL</td>
<td>A</td>
<td>UC_9M</td>
</tr>
<tr>
<td>Associate</td>
<td>001506</td>
<td>UCANNL</td>
<td>A</td>
<td>UC_9M</td>
</tr>
<tr>
<td>Fellow</td>
<td>002300</td>
<td>UCANNL</td>
<td>A</td>
<td>UC_9M</td>
</tr>
<tr>
<td>Reader</td>
<td>002850</td>
<td>UCHRLY</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>S. Reader</td>
<td>002852</td>
<td>UCHRLY</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Tutor</td>
<td>002860</td>
<td>UCHRLY</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Tutor</td>
<td>002861</td>
<td>UCHRLY</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Re. Tutor I</td>
<td>002288</td>
<td>UCHRLY</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Re. Tutor II</td>
<td>002289</td>
<td>UCHRLY</td>
<td>H</td>
<td>H</td>
</tr>
</tbody>
</table>
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 EXECPTED END DATE

Work Location - Expected Job End Date

Expected Job End Date

End Job Automatically
SHORT WORK BREAK (SWB)

A status permitted by policy or Collective Bargaining Agreement (CBA) temporarily takes an employee off pay status (up to 4 months) when a bonafide leave action is inappropriate.

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

It must only be used when there is an intent to return to student employment at the end of the SWB, but the job can be in place.
CHILDCARE REIMBURSEMENT PROGRAM

- 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

<table>
<thead>
<tr>
<th>Type of Add’l Compensation</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Assistance</td>
<td>CCA</td>
</tr>
</tbody>
</table>

>> Childcare Administrative Q&As
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.
Thank You