Academic Apprentice
Personnel Policy

Fellowships & Financial Services
Agenda

• Overview ASE & GSR Titles
• General Policies Concerning ASEs & GSRs
• ASE/GSR Benefits
• ASE Contract Highlights
• Helpful Hints & Reminders
Academic Apprentice Personnel Titles

Academic Student Employees (ASEs)

- Tutors and Remedial Tutors
- Teaching Assistant Series: Assistant, Associate, and Fellow
- Readers and Special Readers

Graduate Student Researches (GSRs)

- Graduate Student Researchers
AAP Title Codes

ASEs (Under UAW contract)

- Teaching Assistant: 2310
- Teaching Associate: 1506
- Teaching Fellow: 2300
- Reader: 2850
- Special Reader: 2852
- Remedial Tutor I: 2288
- Remedial Tutor II: 2289
- Tutor: 2860

Graduate Student Researchers (no contact)

- Graduate Student Researcher: 3276
ASE TITLES
Teaching Titles

Primary duty is to assist in all aspects of instruction under faculty supervision (Instructors of Record):

- **Sectional/Laboratory/Fieldwork - Teaching**
- **Advising**
- **Grading (cannot be only duties)**
- **Tutoring**
- **Limited Lecturing**
TA Classifications

Assistant
No prior experience necessary.

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.

Fellow
Requires Advancement to Doctoral Candidacy (ATC) and at least two years of UCLA TA experience.
375 and 495 courses for TA series

**375 Course**

This is practical training on how to conduct classes, prepare lessons, examinations & teaching strategies, laboratory protocols.

Held each term that student is in a Teaching appointment.

**495 Course**

Discuss practical and theoretical issues & appropriate behavior, training in ethics & standards in teaching including fairness in evaluation & student privacy.

Attended only once at the beginning of the new school year for new TAs.

https://grad.ucla.edu/gss/appm/guidance375-495courses.pdf
Readers and Special Readers Duties

Readers:
- Grade papers only or exams for undergraduates per faculty guidance.
- Read only for undergraduates.

Special Readers:
- Grade papers or exams for both undergraduates and graduate level courses.
- Read for both undergraduates and graduate level courses.
Readers and Special Readers Qualification

**Readers**
- Supervised by faculty – “Instructor of Record”
- Faculty has sole/final responsibility for grading policies and procedures
- Course grade of “B” or higher to qualify

**Special readers**
- Advanced graduate student hired for undergraduate upper division or graduate level courses
- B+ or higher in the course to qualify
- Requires graduate division approval

[https://grad.ucla.edu/gss/appm/aapmanual.pdf](https://grad.ucla.edu/gss/appm/aapmanual.pdf)
Tutors

Remedial Tutors

- Individual or small group review & instruction.

- Supervised by faculty “Instructor of Record” or designated staff.

- Tutoring is subject or program specific only.
ASE - Academic Apprentice Salary Scales

Effective October 1, 2016

Teaching Series: Assistant, Associate & Fellow
Teaching apprentices are selected for their scholarship and promise as teachers. Advancements to teaching associate and teaching fellow are made upon recommendation by the chair of the student’s home department.

<table>
<thead>
<tr>
<th>Title (Title Code)</th>
<th>Monthly (100%)</th>
<th>Monthly (50%)</th>
<th>Quarterly (50%)</th>
<th>Annual/9 (100%)</th>
<th>Units &amp; Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant (2310)</td>
<td>$4,455.78</td>
<td>$2,227.89</td>
<td>$6,683.67</td>
<td>$40,102.00</td>
<td>0 units/0 yrs.</td>
</tr>
<tr>
<td>Associate (1506)</td>
<td>$4,973.44</td>
<td>$2,486.72</td>
<td>$7,460.16</td>
<td>$44,761.00</td>
<td>36 units/1 yr.</td>
</tr>
<tr>
<td>Fellow (2300)</td>
<td>$5,224.22</td>
<td>$2,612.11</td>
<td>$7,836.33</td>
<td>$47,018.00</td>
<td>ATC/2 yrs.</td>
</tr>
</tbody>
</table>

Reader and Special Reader
Readers assist with the reading and grading of students’ papers and exams under the guidance and supervision of faculty members. Special readers are advanced graduate students who assist the faculty member who is teaching the course with the grading of students’ papers and exams in upper division and graduate-level courses.

<table>
<thead>
<tr>
<th>Title (Title Code)</th>
<th>Hourly Pay Rate</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader - Undergraduate (2850)</td>
<td>$14.56</td>
<td>Student must have earned ‘B’ grade in course for which s/he is reading.</td>
</tr>
<tr>
<td>Reader - Graduate (2850)</td>
<td>$15.32</td>
<td></td>
</tr>
<tr>
<td>Special Reader, Step I (2852)</td>
<td>$29.32</td>
<td>Student must have earned a ‘B+’ grade in course for which s/he is reading.</td>
</tr>
<tr>
<td>Special Reader, Step II (2852)</td>
<td>$32.68</td>
<td></td>
</tr>
</tbody>
</table>
# ASE - Academic Apprentice Salary Scales Cont.

**Tutors and Remedial Tutor I & II**  
Remedial tutors assist students (either one-on-one or in group sessions) with acquiring the necessary skills to excel in challenging learning environments. They are paid hourly for hours assigned to work.

<table>
<thead>
<tr>
<th>Title (Title Code)</th>
<th>Hourly: Single Rate</th>
<th>Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remedial Tutor I (2288)</td>
<td>$15.32</td>
<td>$20.62</td>
</tr>
<tr>
<td>Remedial Tutor II (2289)</td>
<td>$18.42</td>
<td>$23.70</td>
</tr>
<tr>
<td>Tutor Undergrad (2860, 2861)</td>
<td>$15.04</td>
<td>$20.18</td>
</tr>
<tr>
<td>Tutor Graduate (2860, 2861)</td>
<td>$18.71</td>
<td>$23.02</td>
</tr>
</tbody>
</table>

[Effective October 1, 2016](https://grad.ucla.edu/gss/appm/aaprate.pdf)

https://grad.ucla.edu/gss/appm/aaprate.pdf
GRADUATE STUDENT RESEARCHERS (GSRs)
GSR - Academic Apprentice Salary Scales

<table>
<thead>
<tr>
<th>Title, Step (Title Code)</th>
<th>Monthly (100%)</th>
<th>Monthly (50%)</th>
<th>Quarterly (50%)</th>
<th>Annual/12 (100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSR, Step I (3276)</td>
<td>$3,163.00</td>
<td>$1,581.50</td>
<td>$4,744.50</td>
<td>$37,956.00</td>
</tr>
<tr>
<td>GSR, Step II (3276)</td>
<td>$3,409.00</td>
<td>$1,704.50</td>
<td>$5,113.50</td>
<td>$40,908.00</td>
</tr>
<tr>
<td>GSR, Step III (3276)</td>
<td>$3,781.00</td>
<td>$1,890.50</td>
<td>$5,671.50</td>
<td>$45,372.00</td>
</tr>
<tr>
<td>GSR, Step IV (3276)</td>
<td>$4,084.00</td>
<td>$2,042.00</td>
<td>$6,126.00</td>
<td>$49,008.00</td>
</tr>
<tr>
<td>GSR, Step V (3276)</td>
<td>$4,355.00</td>
<td>$2,177.50</td>
<td>$6,532.50</td>
<td>$52,260.00</td>
</tr>
<tr>
<td>GSR, Step VI (3276)</td>
<td>$4,558.00</td>
<td>$2,279.00</td>
<td>$6,837.00</td>
<td>$54,696.00</td>
</tr>
<tr>
<td>GSR, Step VII (3276)</td>
<td>$4,923.00</td>
<td>$2,461.50</td>
<td>$7,384.50</td>
<td>$59,076.00</td>
</tr>
<tr>
<td>GSR, Step VIII (3276)</td>
<td>$5,315.00</td>
<td>$2,657.50</td>
<td>$7,972.50</td>
<td>$63,780.00</td>
</tr>
<tr>
<td>GSR, Step IX (3276)</td>
<td>$5,741.00</td>
<td>$2,870.50</td>
<td>$8,611.50</td>
<td>$68,892.00</td>
</tr>
<tr>
<td>GSR, Step X (3276)</td>
<td>$6,199.00</td>
<td>$3,099.50</td>
<td>$9,298.50</td>
<td>$74,388.00</td>
</tr>
</tbody>
</table>

Students who have completed all of the requirements for the master’s degree, and/or have relevant prior experience may not be appointed below Step III. Students who have formally advanced to candidacy for the doctorate and have a minimum of two years of relevant research assistant experience may not be appointed below Step V.

https://grad.ucla.edu/gss/appm/aaprate.pdf
Graduate Student Researchers

- Assist faculty with scholarly research
- May or may not collaborate in the publication of research results
- Cannot be assigned:
  - Teaching
  - Administrative
  - General assistance duties
GSR 10 Step Salary Scales

Campus-wide criteria for GSR appointments are:

- Advanced to masters candidacy – Must be appointed step 3 and above
- Advanced to doctoral candidacy – Must be appointed step 5 and above
- Departments must develop consistent hiring policies
GSR - 10 step salary chart

Effective October 1, 2016

<table>
<thead>
<tr>
<th>Step</th>
<th>100% Annual/12</th>
<th>100% Monthly</th>
<th>50% Annual/12</th>
<th>50% Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$37,956.00</td>
<td>$3,163.00</td>
<td>18,978.00</td>
<td>$1,581.50</td>
</tr>
<tr>
<td>2</td>
<td>$40,908.00</td>
<td>$3,409.00</td>
<td>20,454.00</td>
<td>$1,704.50</td>
</tr>
<tr>
<td>3</td>
<td>$45,372.00</td>
<td>$3,781.00</td>
<td>22,686.00</td>
<td>$1,890.50</td>
</tr>
<tr>
<td>4</td>
<td>$49,008.00</td>
<td>$4,084.00</td>
<td>24,504.00</td>
<td>$2,042.00</td>
</tr>
<tr>
<td>5</td>
<td>$52,260.00</td>
<td>$4,355.00</td>
<td>26,130.00</td>
<td>$2,177.50</td>
</tr>
<tr>
<td>6</td>
<td>$54,696.00</td>
<td>$4,558.00</td>
<td>27,348.00</td>
<td>$2,279.00</td>
</tr>
<tr>
<td>7</td>
<td>$59,076.00</td>
<td>$4,923.00</td>
<td>29,538.00</td>
<td>$2,461.50</td>
</tr>
<tr>
<td>8</td>
<td>$63,780.00</td>
<td>$5,315.00</td>
<td>31,890.00</td>
<td>$2,657.50</td>
</tr>
<tr>
<td>9</td>
<td>$68,892.00</td>
<td>$5,741.00</td>
<td>34,446.00</td>
<td>$2,870.50</td>
</tr>
<tr>
<td>10</td>
<td>$74,388.00</td>
<td>$6,199.00</td>
<td>37,194.00</td>
<td>$3,099.50</td>
</tr>
</tbody>
</table>

Minimum Appointment Restrictions

Students who have completed all of the requirements for the master’s degree, and/or have relevant prior experience as research assistant may not be appointed below Step 3.

Students who have formally advanced to candidacy for the doctorate and have a minimum of two years of relevant research assistant experience may not be appointed below Step 5.

https://grad.ucla.edu/gss/appm/gsr10stepscale.pdf
GSR PAY SCHEDULE

GSR is an exempt title and therefore should be paid monthly with a fixed appointment. This is due primarily to meet the FLSA exemption:

Reporting Time for Exempt Employees
Exempt employees regularly receive a predetermined salary each pay period, and the amount is not subject to reduction because of variations in the hours they work. In addition, exempt employees are not eligible to receive any compensation for straight overtime, premium overtime, compensatory time, call-back, on-call, shift differential or extra compensation for holiday work. Use of vacation and sick leave is recorded in one-day increments. Absences of less than a day (or less than a regular shift for part time employees) are not charged against accrued leave time. When an employee has exhausted all available accrued vacation and sick leave, salary is not reduced ("docked") for absences of less than a full day. Work schedules may fluctuate and vary based on operational need, but exempt employees are not required to record their work time for purposes of receiving their established salary.
Exempt Employment

- Has a fixed rate pay regardless of what is reflected on the timesheet & is defined as a regularly predetermined salary each pay period.

- Time sheets are for internal tracking only and not required for payment on exempt appointments.

- EDB distribution line drives pay.
Exempt Employment And TA Advance Loans

- The TA advance loans need to be paid back in two monthly installments.

- All deductions must be set-up as monthly only.

- No Bi-weekly TA loan appointments allowed.
AAP Title Chart - Exempt & Non-Exempt

**Exempt - Fixed Rate Monthly Titles:**
- Teaching Assistant
- Teaching Associate
- Teaching Fellow
- Graduate Student Researcher

**Non-Exempt - Variable Rate Hourly Titles:**
- Reader
- Special Reader 1
- Special Reader 2
- Tutor
- Remedial Tutor 1
- Remedial Tutor 2
Leaves for GSRs

Leaves may include:

- Military leave
- Childbearing leave
- Jury Duty
- Parental leave
- Family leave
- Sick leave

Unpaid or paid by the department.
GSRs – Jury Duty

GSRs are not eligible for jury duty pay.

It’s the GSR’s responsibility to seek an excuse from service.

GSRs should apply for postponement of service when possible.
GENERAL POLICIES CONCERNING AAP TITLES
Hiring Criteria

To qualify for an AAP appointment:

- Registered and enrolled continuously throughout the appointment term.
- Actively supervised by a UCLA faculty member.
- Minimum cumulative 3.0 G.P.A.
Hiring Criteria Continued

- Minimum 12 units during appointment term, by the third week.

- Students hired under the TA series must enroll in 375 course for each term they’re hired.

- For new students who are planning to hold a TA appointment in a forthcoming academic year, they are recommended to attend a 495 course given by the applicable hiring department in conjunction with OID.

https://grad.ucla.edu/gss/appm/guidance375-495courses.pdf
Employment Cap - 12/18 Quarter

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

- Appointments beyond 12 quarters or 4 years, requires advancement to candidacy and GD approval.

- Graduate Student Researchers have no Cap.
TAs for Graduate Level Courses

If a department wants a graduate student to be a TA for a graduate level course, the student must meet the following criteria:

A. Completed 3 quarters of graduate coursework at UCLA

B. Earned an A- or better in the course (or an equivalent course at another institution)

Level of appointment will be commensurate with the student’s teaching experience and candidacy status.

https://grad.ucla.edu/gss/appm/aapmanual.pdf
TAs for Graduate Level Courses

Conditions to be considered:

- Time-To-Degree must be met.
- Students cannot to be used for near/full time employment.
- Think about hiring newer students to allow for new students to gain TA experience.
- The department must also provide assurances that an appropriate level of training in ethical conduct has been incorporated into the department’s TA training, e.g., through course 495.

https://grad.ucla.edu/gss/appm/aapmanual.pdf

Academic Personnel Manual Page 8
Departmental Scholars

Departmental Scholars are distinguished undergraduate students recognized by departments who are eligible for apprentice teaching appointments in lower division courses only with departmental endorsement and Graduate Division approval and only after the qualified pool of graduate students has been exhausted.

Departments are responsible for ensuring that the appointee receives appropriate training in ethics and standards in teaching. This includes fairness in evaluation and student privacy. Note: Appointments will count towards the 12-quarter TA cap.

https://grad.ucla.edu/gss/appm/deptscholarta.pdf
Criteria For Departmental Scholars

Cannot exceed 25% appointment in any given 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.

Criteria For Departmental Scholars

Must have completed 8 upper division courses toward the undergraduate major.

Must be enrolled in at least 12 units.

Must enroll in 375 and 495 is highly recommended. Other TA pedagogy courses are required of graduate students in their respective departments.

Lecture 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:

- Not be subjected to the conflicting roles of student and faculty member.
- Make timely progress toward the degree.
- Not be involved in the instruction of their peers.
- For more regrading the Lecture title series contact APO.

Under APM 283-4 Section D here is the policy for graduate students:

d. A registered student or candidate for a higher degree at this University shall not be given the title of Senior Lecturer, and unless an individual exception is made by the Chancellor, the student or candidate shall not be given the title of Lecturer.

http://ucop.edu/academic-personnel-programs/_files/apm/apm-283.pdf
Non-AAP Titles

For non-AAP titles, departments are only allowed to use student based-titles that correspond to the link below.

www.chr.ucla.edu/chr/portaldocs/comp/compdoc-student-titles-all.pdf
Registration/Enrollment For Employment

If a student is not registered/enrolled for any reason, they are not eligible to hold any Academic Apprentice Personnel titles.
Working Hours

100% is equal to 40 hours of service per week.

For Teaching apprentices, the hours should include:
- Attending faculty lectures
- Preparation
- Classroom teaching
- Office consultations
- Other duties required to carry out teaching tasks

From time to time, an ASE may be requested to perform substitute teaching work for another ASE. Substitute teaching work performed is compensable, and paid in accordance with the terms of the contract.

For research personnel, the hours should include time spent in all research tasks.
Percent-Time Maximums

- Academic Year - 50% time maximum.

- Inter-quarter/Summer sessions - Up to 100% time if one of the following apply:
  - Eligible the preceding quarter and has not filed in the summer term
  - Will be registrared and enrolled in the fall term
  - Submitted intent to register (SIR) the fall term if they are new entering students.

https://grad.ucla.edu/gss/appm/maxemploy.pdf
The Test of Oral Proficiency or TOP, is an exam that must be taken by international students, including permanent residents, whose first language is not English. Passing score is 7.1 a provisional pass is 6.4 to 7.0 with enrollment of ESL course 310 – 313.

Also, those who do not hold a Bachelor’s degree from an US Institution and who plan to be employed in a teaching appointment need to complete the TOP.

http://www2.oid.ucla.edu/units/top
50% Restrictions for International Students

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

Once done then another approval process is performed at the department, division, or school level before the student can start the appointment.

Dashew Center for International Student and Scholars
Counsellor’s List for F1 - J1 – Employment Based Visa information

Is your visa status up-to-date?

http://www.internationalcenter.ucla.edu/
Standard EDB Appointment Periods

**Fall**
Start Date: October 1  
End Date: December 31

**Winter**
Start Date: January 1  
End Date: March 31

**Spring**
Start Date: April 1  
End Date: June 30
Salary Rates

Salary scales for TAs, Readers, Tutors, and GSRs are found at: [http://www.gdnet.ucla.edu/gss/appm/appmintro.htm](http://www.gdnet.ucla.edu/gss/appm/appmintro.htm)

- Range adjustments normally occur at the beginning of October.

- When hiring AAPs, always use the current salary scales. Do not estimate what the October salary increase will be. Sometimes an increase is smaller or larger than anticipated.
Promotions

Reappointments or advancements

We strongly recommend - no later than three weeks prior to the effective date of employment.

No advancements or promotions within a quarter.

We recommend that appointments terminate after one academic year, unless express notification of a longer period is given.

Reappointments or advancements are not automatic.
Summer Appointments

Same policies apply for summer session appointments, with the following caveats:

- Enrollment is not required provided the student was registered the preceding Spring or has submitted a Statement of Intent to Register the following Fall.

- Appointments do not count toward 12/18 quarter rule, but count as qualifying advancement experience.
Additional Terms & Restrictions

Without-salary (WOS) appointments are not permitted. This is a liability issue.

Apprentice personnel who fail to meet their assigned duties may be subject to:

- termination
- denial of reemployment
- other sanctions
Statement of Understanding

Signed document acknowledging employment conditions, receiving remissions and other benefits. Also, **what is not covered by the appointment**.

All AAP hires must be provided this document and must read and sign it. *The document must also be signed by the departmental personnel administrator.*

Keep signed original in the employee’s file.

https://grad.ucla.edu/gss/appm/feeremission.pdf
### Who Has Representation?

<table>
<thead>
<tr>
<th>Academic Student Employee</th>
<th>Academic Student Employee</th>
<th>Graduate Student Researcher</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASEs – Represented under the Higher Education Employer-Employee Relations Act (HEERA) by the UAW</td>
<td>Current ASE agreement is from June 2014 through June 2018</td>
<td>GSRs – Are currently <strong>not</strong> represented.</td>
</tr>
</tbody>
</table>
Labor Relations Codes

- When entering the Labor Relations Code in EDB:
  
  - ‘H’: ASE appointments
  - ‘I’: GSR appointments
  - ‘H’: Default when appointed with both ASE and GSR appointments
Benefits
Fee Remission Benefits

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

- 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).

- Appointment conditions determine eligibility.
Fee Remission Eligibility

In order to qualify for ASE or GSR remissions:

- 25% time or greater appointment(s)
- 12 units or more during the appointment term
- Minimum 3.0 GPA
What do remissions cover?

**ASE/GSR Remissions Include:**
- Health Insurance at (100%)
- Fee Remission I at (100%) - Tuition
- Fee Remission 2 at (100%) – Student Services Fee

**Non-resident ASEs may be eligible for additional funding:**
- Nonresident Supplemental Tuition augmentation.
- Per UAW contract – Appendix E side letter

**GSR may be eligible for an additional remission category:**
- NRST Remission (100%) – Nonresident Supplemental Tuition
- One GSR 45% appointment or a combination of GSR appointments at 45% time or greater.

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
What doesn’t remissions cover?

ASE and GSR Remissions do not cover:

- Campus fees
- Material fees
- Professional School Degree fee
- Other program related fees
NRST Remission Restrictions

Graduate Division allocations or Special Fellowship awards cannot cover GSR NRST.

No reimbursement under 19900 salary source. The hiring department is responsible for identifying non-state funds to cover GSR NRST.
Fee Deferrals
(Exclusively for AAP appointments)

AAP appointees have 2 additional months to pay their remaining assessment.

Departments can post deferrals upon the request of the student.

Request access by contacting Fellowships & Financial Services.

Funding the student receives will be used to cover the balance of fees regardless of an active fee deferral.
Fee deferrals and the Statement of Understanding

All academic apprentice personnel are eligible to receive a fee deferral for registration fees assessed during the quarter in which they serve as an academic apprentice.

You (the student) are responsible for ensuring that these fees are paid by the payback deadline. In general, the deferred payment deadline is two months after the standard quarterly due date. If your fees are not paid by this date, you will be liable for an additional $50 late charge.

Please contact your departmental administrator to request a fee deferral. Please note that fee deferrals cannot be reversed and if you decide not to enroll after a fee deferral has been posted, you are still liable to pay the registration fees.

https://grad.ucla.edu/gss/appm/appmintro.htm
Leave Accrual

ASEs are not eligible for sick leave accrual or holiday pay. UAW Article 17.

GSRs can be eligible for vacation.

Only GSRs appointed on a fiscal-year schedule (11/12) at 50% time or more for 12 consecutive months or greater qualify for vacation leave accrual.

All, but the enclosed mentioned GSRs, at 09/09 are coded ‘N’ for leave accrual.

Eligible GSRs 12/12 - 11/12 are coded ‘E’.
Graduate Division Audits

In order to ensure compliance with university AAP hiring policy, Graduate Fellowships & Financial Services performs continuous quarterly audits;

Departments are notified of all students in violation. Where applicable, students’ remissions and Graduate Division Fellowships are cancelled by Fellowships & Financial Services. The audits preformed include;

- **Before Quarter Starts:** TOP scores and GPA for all AAP appointments
- **Third-Week Snapshot:** GPA, enrollment and percent-time effort
- **Fourth Week:** For TA, Reader, and Tutor eligibility
- **End-of-Quarter:** includes GPA, enrollment, percent effort, minimum hours and 12/18 quarter rule
ASE Contract Highlights
The ASE Contract

Posted by the Office of the President, the contract provides guidance regarding the general administration of ASE appointments as well as salary and benefits.

A copy of the contract can be found at:
http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
# UAW Contract & what you should know

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Important point(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Appointment Notification</td>
<td>Annual appointments are preferable</td>
</tr>
<tr>
<td>3</td>
<td>Appointment Security</td>
<td>Once the offer letter is signed, student must be made whole</td>
</tr>
<tr>
<td>4</td>
<td>Child Care</td>
<td>Reimbursements are $900.00 per quarter $1350.00 per semester</td>
</tr>
<tr>
<td>Article</td>
<td>Title</td>
<td>Important point(s)</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Discipline &amp; Dismissal</td>
<td>ASE can appeal to the Dispute Resolution Panel whose decision will be final and binding</td>
</tr>
<tr>
<td>12</td>
<td>Grievance &amp; Arbitration</td>
<td>Grievance &amp; Arbitration is a long process &amp; you must document everything</td>
</tr>
<tr>
<td>17</td>
<td>Leaves</td>
<td>ASEs have a variety of different types of coverage available to them</td>
</tr>
<tr>
<td>Article</td>
<td>Title</td>
<td>Important point(s)</td>
</tr>
<tr>
<td>---------</td>
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<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>22</td>
<td>Posting</td>
<td>Projected ASE openings must be provided by March 15\textsuperscript{th} for the upcoming year</td>
</tr>
<tr>
<td>25</td>
<td>Training &amp; Orientation</td>
<td>Repeated training is not part of work load</td>
</tr>
<tr>
<td>31</td>
<td>Work Load</td>
<td>50% 220 hours per quarter</td>
</tr>
</tbody>
</table>
Appointment Posting (Article 22)

By March 15th of each year, the university shall begin posting information regarding ASE appointment opportunities for the following academic year on a central website:

http://www.gdnet.ucla.edu/gss/ase/index.html
UAW Membership Form 2865 (Article 28)

Per Labor Relations office; ‘Send the UAW Membership form in no later then 3 working day after completion.

Pursuant to Article 28.C.3, the University is required to forward the completed membership forms within 10 Business days.

Please have it sent to: labor.relations@chr.ucla.edu. General questions about Membership should call 310-794-0860. Mailed copies can be sent via department mail to: 146548, with an attention to “Employee & Labor Relations.”

https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-hiring-checklist-for-departments/
Appointment Conditions

All ASE hires must be provided the following:

- Initial Notice of Appointment
- Supplemental Appointment Letter
- UAW Local 2865 Membership Election Form
- Statement of Understanding
Appointment Notification for TAs (Article 2)

**Initial Appointment Letter:** The sponsoring department shall provide in the Spring quarter or as soon as practicable after hiring decisions are made, a written notice of appointment (e.g., letter or e-mail).

This letter will include:

- Applicable appointment title
- Percentage
- Effective dates
- Salary rates
- Health and other applicable benefits or deductions
- Hiring unit
- Hiring unit contact
- Response requirements if any
- A statement that the position is covered by the collective bargaining agreement
- Time and place of any applicable ASE orientations
- The contract website
- A statement that the name and department address of all ASEs are released to the UAW each term
Appointment Notification
Reader, Remedial Tutor and Tutor (Article 2)

Initial Appointment Letter: The sponsoring department shall provide in the Spring quarter or as soon as practicable after hiring decisions are made, a written notice of appointment (e.g., letter or e-mail).

This letter will include:

- Applicable appointment title
- Percentage
- Effective dates
- Salary rates
- Health and other applicable benefits or deductions
- Hiring unit
- Hiring unit contact
- Response requirements if any
- A statement that the position is covered by the collective bargaining agreement
- Time and place of any applicable ASE orientations
- The contract website
- Faculty member or supervisor
- Location where the work will be performed
- Class assignment, if applicable
- Department reader/tutor pay formula
- Description of required duties
- May include estimated time for effective completion of each duty
- A statement that the name and department address of all ASEs are released to the UAW each term
Supplemental Appointment Letter
(Teaching Assistant, Associate, Fellows & Special Readers)

After the initial appointment letter is signed and returned by the student, the hiring department will provide a second letter with supplemental information at least 30 days prior to the beginning of the term.

This letter will include:

• Description of required job duties
• Faculty Member or supervisor
• Location where the work will be performed
• The class assigned
• Departmental policy on class
• Section and/or lab size where it exists
• Estimated time for completion of each duty
• Expectations, such as attending lectures or discussion groups, and any other details that need to be in writing.
• Provide information on the eligibility requirements for remission benefits (Statement of Understanding)
Appointment Notification for ASEs (Article 2)

Year Long Appointments are Preferable

Appointment letters must now include a statement about All gender restroom access

However the university is not obligated to offer them if it is not practicable.

Sample language: “An ASE who anticipates the need for access to an all gender bathroom during the course of the appointment should refer to article 20 – section F for the applicable process and make the request as soon as possible.”

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
Provide copies of the Membership Election Form and instruction sheet to all new Academic Student Employees in your department when they are completing W-2 and I-9 information.

Please contact: Labor Relations at (310) 794-0870 or labor.relations@chr.ucla.edu if you have questions.
Leaves for ASEs (Article 17)

Military: paid to the extent as required by applicable laws.

Short-Term Family-Related: grant an ASE reasonable request for leave.
  - Personal illness and/or disability
  - Birth, adoption, care of a child/family member
  - Family emergencies

Bereavement

Jury Duty
Child Care (Article 4)

SYSTEMWIDE CHILD CARE REIMBURSEMENT PROGRAM

Up to $ 900.00 per quarter/summer or $ 1,350.00 per semester

Processed by the departments - See FAQ

Has at least 25% ASE with qualified dependent(s).

Defined as children in ASE custody who are 12 or under as of July 1st.

https://grad.ucla.edu/%5C/gss/childcare/index.html
The Office of Instructional Development (OID) coordinates formalized TA training programs, and provides funds to support departmental TA training.

OID issues as well *The TA Handbook* every year, a copy of which should be retained in every department.
ASE Benefits and More…

**Financial**
- Fee Remissions
- Fee Deferrals
- TA Advanced Loans
- Student FICA Exemption
- Tax Treaty Exemptions
- Parking Privileges

**Family**
- Pregnancy
- Disability Leave
- Childbearing Leave
- Child Care Reimbursement
- Paid Family Leave

**General**
- Jury Duty
- Long Term Leave
- Paid Medical Leave
- Bereavement
TA Advanced Loans

Interest-free salary advance - Up to two months in advance of their first paycheck. 25% = $622.00 And 50% = $1,243.00

Deductions to repay the loan are taken from the appointee’s second & third paychecks.

Submit promissory note to Fellowships & Financial Services Office. (Form is on our Go.Grad site)

Students must pick up the check in person at Student Accounts (1121 Murphy Hall). Allow 7-10 working days from the date it is received in the Fellowships & Financial Services Office. Checks for students on SurePay ‘may’ go to the bank.
Discipline & Dismissal (Article 8)

- Written notice must be given for documentation purposes.

- Due Process – after receiving the written letter, the student has 30 days to respond.

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_08_discipline-and-dismissal.pdf
What you can do (Article 8)

- Be Proactive – once you know there is an issue confirm and follow up.

- Build a case - document each interaction & step taken.

- Even though GSRs are not under the UAW contract, similar rules apply.
HELPFUL HINTS & REMINDERS
A ‘To Do’ List

**Enroll your International Students early** (two months) for the TOP exam as test dates fill up quickly. Don’t hire them in the first year. Give them time to acclimate.

**Document everything** - Remain aware and keep a good paper trail in case you need it latter. This is a one our ‘Best Practices’.

**Streamline Communications** by asking your student hires questions such as what is your current GPA? Have you enrolled in 12 unit for the quarter? Let me know if this changes. These questions help both of you stay in compliance.

**Hire your students early** – If you hire your student’s a full two months prior to the first date of instruction, you make everything easier moving forward for you.
AAP POLICY CHECK LIST

Before processing an AAP appointment make sure the student meets the following criteria:

1. **Determine Eligibility**
   - have no more than 12 quarters as a TA, and by exception only following advancement to candidacy, no more than 18 quarters total, per APM 410-17c.
   - have at least a 3.0 GPA
   - be enrolled in 12 units
   - approved appointment for more than 50% time (must be authorized by the Dean of the student’s school or college. Authorization forms are located here. International students must obtain over 50% approval from the Dashew Center before appointment is offered.)

[https://grad.ucla.edu/gss/appm/aapchecklist.pdf](https://grad.ucla.edu/gss/appm/aapchecklist.pdf)
AAP POLICY CHECK LIST

Cont.....

☐ If international student including permanent residents who do not hold a bachelor’s degree from an institution in the U.S., must pass a campus administered Test of Oral Proficiency (TOP) in order to be a TA

If necessary:
☐ Arrange for the student to take the TOP through the Office of Instructional Development and validate their score

Note: If the student obtains a provisional score (6.4 – 7.0), they may be conditionally appointed if concurrently enrolled or passed ESL 310-313

☐ File for an exception to the policies above to the Dean of the Graduate Division at least three weeks in advance of the hire date. If no exception has been granted, the appointment cannot start

https://grad.ucla.edu/gss/appm/aapchecklist.pdf
AAP POLICY CHECK LIST

Cont.....

2. Offer an Apprentice Position if the student meets all the requirements listed above (the letters below do not apply to title code 3276)
   Give the student:

☐ the Initial Appointment Letter (have them sign it)

☐ the Supplemental Appointment Letter

3. Start the Hiring Process

☐ Establish step/level of appointment based on experience and units (chair/dean decision).

☐ I-9 verification

https://grad.ucla.edu/gss/appm/aapchecklist.pdf
AAP POLICY CHECK LIST

Cont.....

- **Oath and Patent Form**

- Have the student sign the Academic Apprentice Statement of Understanding. Give the student a copy and keep a departmental copy in a central file.

- Provide student with the UAW Local 2865 Membership Election Form. (Applies to title codes: 2850, 2852, 2288, 2860, 2510, 2861, 2310, 1501, 1506, 2300)

- Provide the ASE with a gender-neutral restroom map

- **W-4 Form.** (Also let international students know about extra withholding on each paycheck)

Per Labor Relations they will need the form within 3 days of completion.

https://grad.ucla.edu/gss/appm/aapchecklist.pdf
AAP POLICY CHECK LIST

Cont.....

☐ Complete the Initial GLACIER online entry form (for international students)

☐ Enter the student’s appointment in EDB

☐ Process online fee remissions

4. Check Student Status & Units

☐ Make sure that the student status and units are accurate; be sure to check status and units for each student after third-week interface.

https://grad.ucla.edu/gss/appm/aapchecklist.pdf
AAP POLICY CHECK LIST

Cont.....

5. Inform the student about additional benefits:
   - TA Advance Loans (for teaching apprentices, title codes 2310, 1506, & 2300)
   - Fee deferral (for apprentices only). Remind student of their revised fee/tuition payment date (Fees are associated with missed payment.)
   - Parking deduction (if eligible)

https://grad.ucla.edu/gss/appm/aapchecklist.pdf
AAP POLICY CHECK LIST

Cont…..

6. Courtesy Notices to Apprentices

☐ When gathering the student’s address, verify that s/he has the same address on the SAD screen in the Student System. Let the student know that the Payroll address is distinct and that MyUCLA will allow address changes on the student side only.

☐ Check disposition: Inform the student about the difference between Surepay for Payroll and BruinDirect for fellowship stipends (sign up for BruinDirect via MyUCLA)

☐ Give TAs a copy of the TA Handbook. (Title codes: 2310, 1506, 2300)

https://grad.ucla.edu/gss/appm/aapchecklist.pdf
An important code to remember

**Column Name:** student_status

**Column Name (Long):** UC Student Status Code-EDB

**Description:** Indicates whether an employee is a UC student.

**Type:** char(1)

**Programmer's Note:** No information is available at this time.

**User Hint:** No information is available at this time.

**Data Values:**

<table>
<thead>
<tr>
<th>Value Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
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<td>not registered</td>
</tr>
<tr>
<td>2</td>
<td>not registered, graduate degree candidate</td>
</tr>
<tr>
<td>3</td>
<td>undergraduate student</td>
</tr>
<tr>
<td>4</td>
<td>graduate student</td>
</tr>
<tr>
<td>5</td>
<td>not registered, graduate degree candidate at another UC campus</td>
</tr>
<tr>
<td>6</td>
<td>undergraduate student at another UC campus</td>
</tr>
<tr>
<td>7</td>
<td>graduate student at another UC campus</td>
</tr>
</tbody>
</table>

Make sure to use the proper code when processing an appointment for a graduate student.
On-Line Remissions Process

When processing remissions for your AAP students make sure you have all the appointment information.

Also make sure the appointment has been posted in the EDB system and the appointment percentage is over 25% to qualify the student for remissions.

Key in JASMINE.gdnet.ucla.edu or go into the site from Go.Grad.ucla.edu.
Billing And Receivables (BAR) Shot
QUESTIONS?