

# Unit 11 – Academic Student Employees Time Line / Work Dates / Pay Schedule

## Spring 2017

Start Submitting Positions Postings: **October 24, 2016** (CBA 2.1-2)  
<http://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html>

Start Submitting Unit 11 Applications: **November 14, 2016**

**PRIORITY** Unit 11 Application Deadline: **December 2, 2016**

**Late Applications** – We will accept late applications, but **we cannot guarantee** that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

**Offer Letter Pick-Up** – Letters will be available at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Applicable **ONLY** to applications turned in by the priority deadline.

- Teaching Associate (TA) **January 4, 2017**
- Instructional Student Assistant (ISA) **January 9, 2017**
- Graduate Assistant (GA) **January 17, 2017**

### Important Academic Calendar Dates:

- Spring 2017 Registration **Nov. 28 - Dec. 20 , 2016**
- **Continuous Enrollment** - Graduate Students **must** submit their Continuous Enrollment form Graduate Studies (RFC 215) by: **January 09, 2017** (CBA 2.14)
- Grades Posted – Fall 2016: **January 03, 2017** (CBA 2.14)
- Spring 2017 *Semester Begins*: **January 18, 2017**
- Spring 2017 *Instruction Begins*: **January 23, 2017**

✓ Offer letters must be returned to the HR - Student Services, Del Norte Hall, Room 3009, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

### Spring 2017 Unit 11 Work Dates (PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	<b>01/18/2017 – 05/24/2017</b>
• Instructional Student Assistant (ISA)	<b>01/23/2017 – 05/31/2017</b>
• Graduate Assistant (GA)	<b>02/01/2017 – 06/30/2017</b>

✓ **Write in the *ACTUAL* work start date on the PTF.** Take into account processing time & the fourteen (14) days that students are given to return the offer letter (CBA 2.10)

✓ **Students may only work *WITHIN* the work dates noted above.** Contact Payroll if the student needs to start earlier (e.g. training or orientation)

## Unit 11 Pay Base – Links

**NOTE: Be aware that at this time the Unit 11 Collective Bargaining Agreement is being ratified, which may include a raise in pay. Please check the CSU Chancellor's salary schedule website for any updates before submitting paperwork.**

<http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

**Doctorate Students** have a different pay scale. Visit the Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

### **Collective Bargaining Agreement**

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.