

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2018

Start Submitting Position Postings: **November 6, 2017** (CBA 2.1-2)

<http://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html>

Start Submitting Unit 11 Applications: **November 13, 2017**

PRIORITY - Unit 11 Application Deadline: **December 6, 2017**

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

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will be notified by email that they may pick up their appointment notification at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Applicable ONLY to applications turned in by the priority deadline.

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| • Teaching Associate (TA) | Wednesday, January 3, 2018 |
| • Instructional Student Assistant (ISA) | Monday, January 8, 2018 |
| • Graduate Assistant (GA) | Tuesday, January 16, 2018 |

Important Academic Calendar Dates

- **Spring 2018 Registration** **Nov. 27 - Dec. 19 , 2017**
- **Continuous Enrollment** - Graduate Students **must** submit their Continuous Enrollment form to Graduate Studies (RFC 215) by: **January 05, 2018** (CBA 2.14)
- **Grades Posted – Fall 2017:** **January 03, 2018** (CBA 2.14)
- **Spring 2018 Semester Begins:** **January 17, 2018**
- **Spring 2018 Instruction Begins:** **January 22, 2018**

✓ Appointment Notification must be returned to the HR - Student Employment Office, 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)

Payroll Paperwork – New student employees and those with a break in service for more than 12 months will be required to submit the appropriate payroll documents at the time they pick up the appointment notification in order to be eligible to begin working.

Spring 2018 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01/17/2018 – 05/23/2018
• Instructional Student Assistant (ISA)	01/22/2018 – 05/30/2018
• Graduate Assistant (GA)	01/31/2018 – 06/30/2018

✓ Note **ACTUAL** work start date on the ASE-PTF.

Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office if the student needs to start earlier (e.g. training or orientation)

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.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