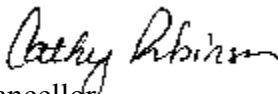



THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: June 27, 2005

Code: TECHNICAL LETTER
HR/Appointment 2005-01

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: **Appointment of Academic Student Employees (Unit 11)**

The California State University (CSU) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123 have reached agreement on an initial Collective Bargaining Agreement (CBA) effective June 24, 2005 for Academic Student Employees (Unit 11). This letter summarizes negotiated requirements regarding appointment of employees in Unit 11. See the CBA for more details.

Appointment Notification

- Effective prospectively, for appointments that begin on or after June 24, 2005, the duration, terms and conditions of all Unit 11 appointments will be specified in the appointment notification. Refer to the CBA for specific information that must be included. Offers of appointment for teaching associates and graduate assistants for a single academic term are not conditioned upon budget or enrollment. In the case of offers of appointment for multiple academic terms, employment for the initial term is not conditioned upon budget or enrollment; however, employment for subsequent terms of multiple-term appointments may be conditioned on budget and/or enrollment. All offers of appointment for instructional student assistants may be conditioned on budget and/or enrollment. When an appointment for an academic term is on a conditional basis, the appointment may be rescinded at any time prior to the third class meeting for teaching associates or prior to the second full week of the academic term for graduate assistants.

- Effective December 1, 2005, campuses are required to provide written notice of appointment in either paper or electronic format, plus a job description that

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outlines the specific duties of the position. Campuses are encouraged to provide written appointment notices earlier than December 1, if possible.

- All Unit 11 employees must remain academically eligible, as determined by the campus administration.

Timebase/Hours Worked

- Teaching Associates: The CBA states that teaching associates may be appointed at any time base. CSU continues to exercise its prerogative that teaching associate appointments be made in any fraction less than full time while the student is enrolled in classes. Refer to the Teaching Associate Policy for more information.
- Graduate Assistants: The CBA states that graduate assistants may be appointed at any timebase. Pursuant to a side agreement between CSU and UAW, effective August 2, 2005, graduate assistants who are appointed to positions that work 20 hours per week will be appointed with a half-time timebase (0.5 FTE). CSU continues to exercise its prerogative that graduate assistant appointments be made in any fraction up to and including half time while the student is enrolled in classes. Graduate assistants may work more than half time during academic breaks. Overtime may be required for hours in excess of 40 hours in a workweek. Refer to the Graduate Assistant Policy for more information.
- Instructional Student Assistants: The CBA states that appointments of instructional student assistants may be made for any range of hours. CSU continues to exercise its prerogative that instructional student assistant appointments be made for no more than 20 hours per week while the student is enrolled in classes. Instructional student assistants may work more than 20 hours per week during academic breaks. Overtime may be required for hours in excess of 40 hours in a workweek. Time worked in excess of 168 hours in a 21-day period or 176 hours in a 22-day period requires Chancellor's Office approval.

Appointment Processing

- Appointment processing instructions are included in Attachment A: Appointment and Separation Transactions for Unit 11 Academic Student Employees.

Web Site Postings

- Effective with the beginning of the 2006 Spring Semester and 2006 Winter Quarter, campuses are required to create a central web site where information on open hire Unit 11 positions is accessible. Such web sites may contain position postings or may provide links to departmental or other web sites on campus where open positions are posted. Open hire positions do not include positions that are used to fulfill a commitment of support made to a student at

the time of admission or under an existing advising relationship with a faculty member. Campuses are not required to post positions that are not open hire positions. See the CBA for details on information that is required to be contained in all postings. Emergency hires are allowed when the appointment will begin less than a week after the position is posted.

- By April 1 of each year, beginning April 1, 2006, each campus shall post a summary of Unit 11 positions by department or hiring unit and classification that were filled in that academic year. This posting may be hard copy or on the web.

Evaluation

- If an employment evaluation is to take place, the employing department or hiring unit shall inform the employee in writing of the criteria, schedule, and procedures for evaluation within the first 14 days of the appointment period. See the CBA on restrictions for changing criteria and procedures during the appointment period. An employee may submit a rebuttal to an evaluation but may not grieve the content of the evaluation.

If there is a conflict between the provisions of this technical letter and the CBA, then the terms of the CBA will prevail.

This memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions may be directed to Human Resources Administration at (562) 951-4411 or to Academic Human Resources at (562) 951-4503.

CR/CO

PROCESSING INSTRUCTIONS

**Appointment and Separation Transactions
for Unit 11 Academic Student Employees**

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Upon Appointment or Separation
Effective Date:	Appointments: First day of appointment Separations: Last day of employment
PIMS Transaction:	Appointments: A52 Transaction Separations: S31 Transactions
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	N/A
Additional Information:	<p>Timebase (Item 405):</p> <ul style="list-style-type: none"> GA - Cannot exceed half-time while the GA is enrolled in courses. TA - Must be less than full-time while the TA is enrolled in courses. ISA - Must be set as "INT" <p>Non-Citizen Status Code (Item 825):</p> <ul style="list-style-type: none"> This field continues to be available to campuses for tracking and maintaining pertinent non-citizen status-related information. <p>Retirement Account Code (Item 505)</p> <ul style="list-style-type: none"> Set as "N" when eligible for student FICA exemption Set as "TM" when not eligible for student FICA exemption. When a TA qualifies for CalPERS retirement, set as "08." Refer to CSU policy on Student Employment and Student FICA Exemption for more information. <p>Student Employment Information: http://www.calstate.edu/HRAdm/Policies/student_employment.shtml</p>
SCO Personnel Letter:	N/A

**TECHNICAL LETTER
HR/Appointment 2005-01
ATTACHMENT A**

CMS IMPACT:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
Action/Reason:	Appointments: Must map to PIMS A52 Transaction Separations: Must map to PIMS S31 Transaction