

Academic Student Employees (ASE) - UNIT 11

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

Spring 2024

Start submitting position posting: Nov 10, 2023 (CBA 2.1-2)

Start entering OnBase hires: Nov 20, 2023

Priority Due Dates: Dec 15, 2023

Submit position postings to: aseunit11@csus.edu

PRIORITY - Unit 11 OnBase Submission Deadline:

Late Applications – We will accept late applications, but **we cannot guarantee** that students 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 receive their offer letter through their My Sac State email from HR / Student Employment Office by: (CBA 2.10)

- | | |
|---|--------------|
| <input type="radio"/> Teaching Associate (TA) | Jan 03, 2024 |
| <input type="radio"/> Instructional Student Assistant (ISA) | Jan 08, 2024 |
| <input type="radio"/> Graduate Assistant (GA) | Jan 13, 2024 |

Important Academic Calendar Dates

- | | |
|--|-------------------------|
| • Spring 2024 Registration | Nov 13 – Dec 21, 2023 |
| • <u>Continuous Enrollment</u> - Graduate Students <u>must</u> submit their Continuous Enrollment online by (Unit 11 ONLY) | Jan 03, 2024 (CBA 2.14) |
| • Grades Posted – Fall 2023 | Jan 02, 2024 (CBA 2.14) |
| • Semester Begins Spring 2024 | Jan 17, 2024 |
| • Instruction Begins Spring 2024 | Jan 22, 2024 |

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, 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 to the Student Employment Office (CBA 2.10)

✓ **New & Continuing Student Employees (w/ break 12 month+ service break)** – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact the Student Employment Office if the student needs to start earlier (e.g., training or orientation).

Spring 2024 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
○ Teaching Associate (TA)	01 / 17 / 2024 – 05 / 22 / 2024
○ Instructional Student Assistant (ISA)	01 / 22 / 2024 – 05 / 22 / 2024
○ Graduate Assistant (GA)	02 / 01 / 2024 – 06 / 28 / 2024

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>

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 the 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

Updated: OCT 2023