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## Title Codes & Salaries

### Title Codes (in use at UCR)

<table>
<thead>
<tr>
<th>Title</th>
<th>Title Code GSHIP</th>
<th>Title Code Non-GSHIP</th>
<th>Title</th>
<th>Title Code</th>
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<td>2311</td>
<td>Tutor</td>
<td>2861</td>
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<td>Teaching Fellow</td>
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<td>2301</td>
<td>Reader (Non-student)</td>
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<td>1507</td>
<td>Reader</td>
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<td>Reader</td>
<td>2850</td>
<td>2851</td>
<td>GSR</td>
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### Salary Scales as of October 1, 2008

See [www.ucop.edu/acadadv/acadpers/welcome.html](http://www.ucop.edu/acadadv/acadpers/welcome.html) for salary scales; all 10 steps for Associates are listed there. For information on ASE wage increases see [http://atyourservice.ucop.edu/employees/policies_employeeLabor_relations/collective_bargaining_units/academicstнутеперсеплерствуховеговорележши/contract_articles/ase_agreement_2007-2009.pdf](http://atyourservice.ucop.edu/employees/policies_employeeLabor_relations/collective_bargaining_units/academicstнутеперсеплерствуховорележши/contract_articles/ase_agreement_2007-2009.pdf)

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<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Reader without a BA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<table>
<thead>
<tr>
<th>TITLE</th>
<th>% TIME</th>
<th>MONTHLY</th>
<th>% TIME</th>
<th>MONTHLY</th>
<th>% TIME</th>
<th>MONTHLY</th>
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<tr>
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<td>GSR, Step 10</td>
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<td>5,296.00</td>
<td>49%</td>
<td>2,595.04</td>
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</tbody>
</table>
ELIGIBILITY FOR ACADEMIC APPOINTMENTS

GRADUATE STUDENT STATUS
To hold any of the above employment titles, except Reader and Tutor, the appointee must be a registered graduate student enrolled in 12 units. In the summer before a student begins the program, he or she may be appointed as a GSR beginning July 1, if the student has been formally admitted to a program. A student on filing fee status does not register for units or pay registration fees, and therefore, cannot hold any of the above employment titles except Reader and Tutor.

INCOMPLETE UNITS
No more than seven units of Incomplete grades are allowed. No exceptions are approved.

GRADE POINT AVERAGE (GPA)
• The minimum GPA for GSRs, teaching titles (TAs, Associate Ins & Teaching Fellows) and Readers is 3.00

If a student does not meet the above minimum requirement, an exception is needed. Please forward a memo of support to the Graduate Division Dean prior to appointing the student. Normally, only a one quarter exception is approved. Students are expected to raise their GPA to the required minimum after that quarter. The memo should be addressed to the Dean of the Graduate Division and must be signed by the departmental Graduate Adviser or Chair.

TIME LIMITS TO DEGREE
Master's students
All students should complete their program of study in six quarters (seven quarters in the case of Botany/Plant Sciences & Earth Sciences, eight quarters for the MBA program, nine quarters for the MFA in Dance)

Ph.D. students
• Advancement to Candidacy - All students should take their oral qualifying exams and be advanced to candidacy within 12 quarters

• Students Advanced to Candidacy - All students should complete their degree within the program's acceptable progress limits (normative time to degree plus one year)

If a student has exceeded these time limits, a memo of support must be submitted and timetable to completion (or timetable to exams) to the Graduate Division. In the memo, we need assurance that the student continues to make progress toward the degree. Do not appoint the student until the Graduate Dean has approved the timetable.
**English Language Proficiency**

Any student who was born in a country where English is not the official language must pass an English language competency exam before performing duties as a TA. This includes not only international students but also citizens and permanent residents. This exam is normally the SPEAK, TSE or TAST/TOEFL iBT. The TAST exam is the English speaking language component of the TOEFL iBT exam. TAST stands for TOELF Academic Speaking Test.

Those who score a conditional pass can be appointed as a TA but are required to participate in the appropriate English language classes at Extension and retake the test. Only one free quarter of ESL instruction at Extension will be provided.

Individuals with a conditional pass may be appointed as TAs for up to three quarters (four under unusual circumstances) on a probationary basis with the approval of the Graduate Dean. For those students within the probationary range, a determination of their continuing eligibility to serve as TAs will be made by the Graduate Dean on the basis of:

- Departmental recommendation, including an assessment of the student's academic ability;
- Student teaching evaluations;
- Other evidence of commitment to/performance in teaching (e.g., faculty evaluations or statements of support, videotapes);
- Evidence of a good-faith effort to improve English skills; and
- Relative proximity to the level of competence represented by a clear pass.

If the student has not passed the proficiency exam and not served as a TA they must be reexamined if 6 months or more have transpired since their last exam.

<table>
<thead>
<tr>
<th>Rating Scale</th>
<th>TAST/TOEFLiBT Scores</th>
<th>TSE/Speak Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Pass</td>
<td>23-30</td>
<td>50-60</td>
</tr>
<tr>
<td>Conditional pass</td>
<td>17-22</td>
<td>40-45</td>
</tr>
<tr>
<td>Fail</td>
<td>0-16</td>
<td>20-35</td>
</tr>
</tbody>
</table>

**GENERAL STANDARDS AND PROCEDURES**

**PERCENTAGE APPOINTMENTS**

A student appointed 50% time should not be assigned, on average, work that will take them more than 20 hours per week to perform. A student appointed 25% time should not be assigned, on average, work that will take them more than 10 hours per week to perform.

**MAXIMUM PERCENT OF TIME STUDENT MAY BE EMPLOYED**

A student may not be employed more than 50% time (20 hours per week) in ANY COMBINATION of titles during the academic year. During quarter breaks and the summer a student may work full-time. If an exception needs to be made (this is very rare), a memo must be forwarded from the Graduate Adviser or Chair to the Graduate Dean prior to the appointment being made.
Full time career employees are an exception to this rule. Career employees are also eligible for the Employee Reduced Fee Program. Two thirds of the University Ed and Reg Fee are credited. For more information go to http://hr.ucr.edu/?content=PoliciesAndContracts/PPSM51Pro.html.

If a student is being employed on a variable appointment along with another appointment, please indicate the true amount of time the student will be working.

Fellowships are awarded to students to free them from the need for employment. Awards with a stipend of greater than or equal to a $10,000 stipend can only be supplemented with prior approval of the Graduate Dean. It is not unusual for the Dean to approve employment of up to 10 hours a week (25 percent time) during the tenure of an award. Employment may be approved up to 50 percent time for limited periods, but only if employment averages 25 percent or less over the course of the academic year. The Graduate Adviser in the student’s department must make this request to the Dean in writing. Fellowships that do not allow supplementation are the GAANN, Eugene Cota-Robles Award, Dissertation Year Fellowship, and the Graduate Research Mentorship Program.

INTERNATIONAL STUDENTS
Students in F-1 and J-1 visa status (with documents issued by UC Riverside) do not require permission to hold academic appointments or other University employment for 20 hours per week or less if they are registered during the quarter. He or she may also work full-time on campus during the summer break if he or she will be registered the following quarter.

J-1 visa holders who are sponsored by other organizations must have permission from their program sponsors to hold academic appointments or any other on-campus employment. Students who do not meet the above criteria or who have other nonimmigrant visas should consult International Education before they accept campus or off-campus employment.

The employment authorization ends when the student has completed his or her degree. The F-1/J-1 "inherent" on-campus employment authorization is valid only as long as the student is in student status. At the time he or she has finished his or her degree (requirements) and wants to continue employment, he or she must have new employment authorization. International students cannot move from GSR into Postdoctoral status without INS authorization.

GRADUATE STUDENT RESEARCHERS (GSRs)

SALARY SCALE
Most departments use the following steps for GSR salaries:
• GSR, Step 2: The first three quarters of registration as a graduate student
• GSR, Step 3: Beginning of the student's fourth quarter of registration (or July 1)
• GSR, Step 4: The day after the student advances to candidacy for the Ph.D.

Most students work 49% time as GSRs during the academic year.
Departments who have different criteria are as follows:

**Biochemistry** uses GSR steps 4-6. The criteria are as follows:
- GSR Step 4: First year students
- GSR Step 5: Completed one year of graduate study or has a master’s degree
- GSR Step 6: Advanced to candidacy

**Cell, Molecular and Developmental Biology** uses GSR steps 4-6.
- GSR Step 4: First year students
- GSR Step 5: Passed written qualifying exams (usually in the beginning of the second September)
- GSR Step 6: Advanced to candidacy

**Chemistry** uses GSR steps 4-6. The criteria are as follows:
- GSR Step 4: First year students
- GSR Step 5: Completed one year of graduate study or has a master’s degree
- GSR Step 6: Advanced to candidacy

The **College of Engineering** uses the following criteria:
- Step 2-4: Has less than one year of graduate study and no extensive appropriate work experience
- Step 3-5: Has one year or more of graduate study or extensive appropriate work experience without a master’s degree
- Step 3-6: Has completed all required PhD course work but has not advanced to candidacy
- Step 4-7: Has been advanced to candidacy for the PhD

**Genetics**
Students in the program Fall 2008/09 use:
- GSR Step 2: First year students
- GSR Step 3: Completed one year of graduate study
- GSR Step 4: Advanced to candidacy

Students entering as new students Fall 2009 use:
- GSR Step 4: First year students
- GSR Step 5: Completed one year of graduate study
- GSR Step 6: Advanced to candidacy

Students entering as new students Fall 2010 use:
- GSR Step 4: First year students
- GSR Step 5: Completed one year of graduate study
- GSR Step 6: Advanced to candidacy

The **Graduate School of Education** uses all 10 steps. GSRs who have earned their master's degree must be appointed at Step 3 or above. GSRs who have formally advanced to doctoral candidacy must be appointed at Step 5 or above.
Mathematics uses GSR steps 4-6. The criteria are as follows:
• GSR Step 4: First year students
• GSR Step 5: Completed one year of graduate study
• GSR Step 6: Advanced to candidacy

Plant Biology uses GSR steps 4-6. The criteria are as follows:
• GSR Step 4: First year students
• GSR Step 5: Completed one year of graduate study
• GSR Step 6: Advanced to candidacy

Plant Pathology uses GSR steps 4-6. The criteria are as follows:
• GSR Step 4: First year students
• GSR Step 5: Completed one year of graduate study or has master’s degree
• GSR Step 6: Advanced to candidacy

Statistics uses GSR steps 4-6. The criteria are as follows:
• GSR Step 4: First year students
• GSR Step 5: Completed one year of graduate study
• GSR Step 6: Advanced to candidacy

VACATION LEAVE POLICY FOR GSRs
APM 730 (vacation leave policy) was revised in May 1998 with regard to graduate students. The new language was intended to alleviate any ambiguities. The policy now reads:

"Academic personnel appointed on a fiscal-year basis for 6 months or more at 50 percent time or more accrue vacation leave. Student academic personnel appointed on a fiscal-year basis for 12 consecutive months or more at 50 percent time or more accrue vacation leave".

The full wording of this policy can be reviewed on the University of California Office of the President web site http://www.ucop.edu/acadadv/acadpers/apm/welcome.html.

TEACHING TITLES

UNION REPRESENTATION
All graduate student teaching titles (Teaching Assistant, Teaching Fellows, Associate In___), as well as Readers and Tutors are represented by the CASE/ASE (Association of Student Employees). The current contract is in effect until September 30, 2010. Most of the new regulations in this publication are a result of the new contract. A copy of the union contract can be obtained from the Graduate Division, Office of Labor Relations or the following websites: http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargainin g_units/academicstudentemployees_bx/agreement.html or www.graduate.ucr.edu and click on current graduate students. Then click on Agreement between UC Regents and Academic Student Employees. Graduate Student Researchers are not members of a union.
HIRING OF TEACHING TITLES
The Graduate Division must approve exceptions for all teaching titles before they begin to perform their duties. All teaching appointments should be input into the Payroll System before anyone in a teaching title actually begins their appointments. Please forward a list to the Graduate Division no later than two weeks before the quarter begins. If this is not possible, please contact Karen Smith, x2-3315, regarding an extension. If students are to be added or deleted, please provide us with an updated list.

NUMBER OF QUARTERS A STUDENT MAY TEACH
• If a student has been employed in any combination of teaching titles (TA, Teaching Fellow, Associate In___) for more than 12 quarters, the department must request that an exception be made for a student to continue to serve in the appointment (Academic Personnel Manual 410-17C).

• No student may serve in any combination of teaching titles (TA, Teaching Fellow, Associate In___) for more than 18 quarters. There are no exceptions (Academic Personnel Manual 410-17C).

TA TRAINING
The Office of the President has mandated training for all new Teaching Assistants. Currently, at UCR, the Teaching Assistant Development Program provides a General TA Orientation before Fall Quarter. All new TAs must attend this orientation.

A graduate student who earns an average score below 4.0 on any TA evaluation question must complete additional training through TADP. As in the past, students who score below 4.0 on the "overall effectiveness" question must successfully complete individual training with a Mentor TA, including classroom observation, during the next quarter of service as a TA (not including summer). Furthermore, students who score below 4.0 on any other question must successfully complete workshops and/or English language training for their specific weaknesses during the quarter immediately following the low evaluations (not including summer). Students may serve as TAs while they complete their required training; however, students who fail to complete their training during the time frames described above will not be allowed to serve as TAs in subsequent quarters before successfully completing their training. Because training requires several weeks to complete, a student who postpones training likely will be ineligible to serve as a TA for an entire quarter.

APPOINTMENT SECURITY FOR ASEs
Per the new union contract, if an individual receives and accepts appointments to an ASE position for one or more quarters in an academic year, and the position offered and accepted is no longer available, the University will ensure either that the individual is placed in an appointment at the classification and equivalent compensation level offered and accepted, or receives equivalent compensation in lieu of the position for the term at the level offered.

Failure to accept an offer in its entirety, and subject to all conditions, nullifies the offer in its entirety. However, after accepting an offer an ASE may turn down one or more terms of employment without forfeiting the provisions in this article for the following reasons:
• the employee's serious medical condition as defined by FMLA,
• to accept an extramural fellowship, or
• another reason granted by the University.

An individual who has accepted an ASE position(s) for one or more terms who becomes academically ineligible may be removed from the appointment without pay within the first five weeks of the quarter.

If an ASE has been removed from their appointment for academic ineligibility and is then found academically eligible, it is up to the department to determine whether to reinstate the ASE to that position. It is possible that the department will have found another student to perform those duties and there is no position available.

A student must work the entire quarter to be eligible for payment of the Graduate Student Health Insurance and Partial Fee Remission (Registration Fee and Educational Fee). If they do not complete the entire quarter they will be responsible for repaying GSHIP and Partial Fee Remission.

LETTER OF APPOINTMENT
Per the ASE union contract each department must provide a written notice of appointment (e.g., letter or email) to individuals offered an ASE appointment as soon as practicable after hiring decisions are made. Once the ASE has accepted the position he or she must sign the letter and the department must send copies of that (preferably in one group) to the Graduate Division. If the ASE does not respond by the date set in the letter he or she is considered to have rejected the appointment.

Each letter of appointment should have the following wording:

Date:

Dear (ASE name),

Congratulations! This letter constitutes official notice of your appointment as a Teaching Assistant>Title Code 2310 (or Teaching Fellow, Reader, Associate In, Tutor) in the Department of XXXX for the 2009/10 academic year [or list specific quarters of the academic year]. The effective dates of your appointment are from the first day of each quarter through grading of the final examinations of that quarter. [For Readers or Tutors the dates may differ].

Your xx% appointment as a Teaching Assistant (or Teaching Fellow, Reader, Associate In, Tutor) includes a gross salary of approximately $xxxx a month. [Readers or Tutors should be informed of their range of hours]. The pay period for your appointment will be from _____ to _____ (typically 10/1-12/31 for Fall, 1/1-3/31 for Winter, 4/1-6/30 for Spring). You also will have the Graduate Student Health Insurance Premium (GSHIP), Registration Fee, and Educational Fees covered each quarter. You are responsible for any other fees. You must work the entire quarter to be eligible for this benefit. If you do not complete the entire quarter you will be responsible for repaying the GSHIP, Registration Fee, and Educational Fee.

Your appointment is subject to quarterly review by the Graduate Division. You must meet and maintain academic eligibility standards appropriate to this appointment (such as, GPA, units of
Incomplete grades, academic progress, length of service, etc). Please see http://www.graduate.ucr.edu/ASEwebPAGE.html page 2.

Please familiarize yourself with your general duties as they are outlined at http://www.graduate.ucr.edu/ASEwebPAGE.html. You are assigned to (insert course number and name of the instructor in charge, or indicate when assignments will be made and how they will be communicated…e.g., “You will be notified of your specific course assignment by email prior to the start of each quarter”). Specific duties for each course will be provided in a Supplemental Document not later than the first week of classes each quarter. This document is to be signed by both you and the course instructor and returned to (insert name and address of the hiring contact). Also, be sure to take some time to review the university statements on nondiscrimination and sexual harassment in the appendices of the course catalog and on the UCR website: http://www.catalog.ucr.edu/current/appendixd.html#f.

In matters relating to your teaching assignment, you will report to the course instructor. Should you need additional advice or support, please consult the departmental Graduate Advisor or Vice-Chair. The Teaching Assistant Development Program is also available to you throughout your appointment. They are located in the Graduate Division in the University Office Building. You may view their website at http://www.graduate.ucr.edu/TADP.html or phone them at (951) 827-3386.

Your position as an Academic Student Employee (ASE) is covered by a collective bargaining agreement between UAW and the University of California. You may view or obtain a copy of that agreement at: http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html. In accordance with this contract, names and departmental addresses of all ASEs, regardless of union affiliation, are released to UAW each quarter. You should also be advised that all employees in the unit covered by this contract are required to pay either union dues or a “fair share” fee for union representation. These fees will be deducted from your paycheck.

Please sign and date below to indicate you understand and accept the terms of your appointment and return one copy to (insert hiring contact name), your hiring contact. Failure to return a signed letter by xxxx, xx, 200x constitutes rejection of this offer.

I wish you much success as a Teaching Assistant (or Teaching Fellow, Reader, Associate In, Tutor) and on behalf of the University I thank you for assuming this important responsibility.

Sincerely,

Chair, Department of XXXXX

ASE Signature: __________________________ Date:_________________

SUPPLEMENTARY LETTER

Per the union contract, prior to the beginning of the term or as soon as practicable thereafter, the department should provide to ASEs documentation which will set forth the following: faculty member or supervisor to whom the individual will report; the location where the work will be performed if known; the class assigned if applicable; the duties that may be required; and other information as deemed appropriate by the University that was not included in the initial notification. The department must provide advance notice when duties are changed significantly. An example of this letter can be found at http://www.graddiv.ucr.edu/ESforms.html at the bottom of the list.
Supplemental Letter #1 (revised 02/05/2008) and Supplemental Letter #2

TA DUTIES
The following is expected of all Teaching Assistants:

1. To attend, to the extent required by the department or supervising faculty, all meetings of the class in which he or she is doing laboratory work, discussion sections, or grading of papers or exams.
2. To consult with the professor in charge of the course as to grading policies, course content, procedures, and proctoring.
3. To attend all meetings of classes, sections, and laboratories for which he or she is personally responsible. Failure to meet regularly scheduled classes for which the TA is responsible constitutes a dereliction of duty and may be grounds for termination of employment. If there is a good reason for absence, the TA must inform the department and arrange for a substitute.
4. To make proper and thorough preparation for each class, lab, or section for which he or she is responsible.
5. To assign the amount of written work proper to the lab or section for which she or he is responsible, and to read and grade the written work thoroughly and as rapidly as possible.
6. To post office hours, at least one hour per week per section or laboratory, depending on the course, and to hold those office hours without fail.
7. To report grades accurately and on time to the instructor in charge of the course.
8. To give grade books to the instructor in charge at the end of the appointment.
9. To maintain a professional attitude toward all students in his or her classes at all times. The ethical standards of behavior for faculty instruction apply equally to Teaching Assistants.
10. To notify the supervising instructor as soon as the TA anticipates any workload related issues that may result in a violation of the workload article of the ASE/UC contract.

WORKLOAD ISSUES
• Teaching Assistants (TA)
For purposes of this section only, “TA” refers to Teaching Assistant, Associate In____, and Teaching Fellow. Assigned workload is measured by how many hours the University could reasonably expect a TA to take to satisfactorily complete the work assigned.

A TA with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter. This standard shall apply proportionately to other percent appointments. In addition, a TA with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week. The number of hours worked in excess of twenty (20) hours per week may not total more than 50 hours per quarter.

TAs should initiate discussions with their supervisor as soon as they anticipate any workload related issues that would result in a violation of this Article.
• **Readers/Tutors**
Readers and tutors shall be compensated on an hourly basis. Assigned workload is measured by how many hours the University could reasonably expect a reader or tutor to take to satisfactorily complete the work assigned.

• **Training and Orientation**
All required training and orientation is considered part of the workload for the term, with the exception of pedagogy courses in which an ASE is enrolled. The department may require an ASE to satisfactorily complete required training to continue an appointment as an ASE. The department may require that an ASE who has not satisfactorily completed required training repeat training without the repeated training counting in workload.

Unpaid activities for which academic credit is given, or that are academic program requirements for all students in the program, or are training activities required to meet minimum eligibility requirements (e.g., English language tests), are not considered employment activities.

**TA REHIRE/ABEYANCE PROCESS**
If a student is employed during the Spring quarter as a TA, will not be employed during the summer months but will be a TA the next Fall Quarter, the student can be put on in PPS as a rehire for the next Fall without obtaining all new supporting documentation. New supporting documentation is normally needed when there is a break in service. Be sure to indicate that the student is a "rehire". Do not just extend the appointment. Students must have a signed appointment letter on file before entering information on PPS.

**LECTURERS**
Students cannot serve as Lecturers. The only exception is if they are on filing fee status.

**ENTERING DATA ON TEACHING TITLES INTO SIS+**
The Graduate Division is obligated to provide the union with data on which students are teaching what sections and the number of students enrolled in each section. To collect this data, all departments must enter this information into SIS+.

**EMPLOYMENT FILE**
Each member of the ASE must have an employment file that is separate from the student file. The employment file should contain all information (including reports, documents, correspondence and other materials in their entirety or redacted portions) pertaining exclusively to an ASE’s employment in the bargaining unit that is not confidential or otherwise protected from disclosure. Materials related to ASE course work should not be considered part of the employment file.

**DISCIPLINE AND DISMISSAL OF UNION MEMBERS**
Since ASEs are represented by a union it is important that the department contact Marianne Beckett or Tony Giorgio, Labor Relations, with regard to discipline and dismissal of an ASE.
UNION DUES
All represented students must join the union and pay dues or pay the union a fair share service fee.

WITHDRAWALS
A student must work the entire quarter to be eligible for payment of the Graduate Student Health Insurance and Partial Fee Remission (Registration Fee and Educational Fee). If they do not complete the entire quarter they will be responsible for repaying GSHIP and Partial Fee Remission.

ENGLISH LANGUAGE PROFICIENCY
Any student who was born in a country where English is not the official language must pass an English language competency exam before performing duties as a TA. This includes not only international students but also citizens and permanent residents. This exam is normally the SPEAK, TSE or TAST/TOEFL iBT.

Those who score a conditional pass can be appointed as a TA but are required to participate in the appropriate English language classes at Extension and retake the test. Only one free quarter of ESL instruction at Extension will be provided.

Individuals with a conditional pass may be appointed as TAs for up to three quarters (four under unusual circumstances) on a probationary basis with the approval of the Graduate Dean. For those students within the probationary range, a determination of their continuing eligibility to serve as TAs will be made by the Graduate Dean on the basis of:
- Departmental recommendation, including an assessment of the student's academic ability;
- Student teaching evaluations;
- Other evidence of commitment to/performance in teaching (e.g., faculty evaluations or statements of support, videotapes);
- Evidence of a good-faith effort to improve English skills; and
- Relative proximity to the level of competence represented by a clear pass

If the student has not passed the proficiency exam and not served as a TA they must be reexamined if 6 months or more have transpired since their last exam.

<table>
<thead>
<tr>
<th>Rating Scale</th>
<th>TAST/TOEFL iBT Scores</th>
<th>TSE/Speak Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Pass</td>
<td>23-30</td>
<td>50-60</td>
</tr>
<tr>
<td>Conditional pass</td>
<td>17-22</td>
<td>40-45</td>
</tr>
<tr>
<td>Fail</td>
<td>0-16</td>
<td>20-35</td>
</tr>
</tbody>
</table>

LEAVES FOR ASEs

A. MILITARY LEAVE
ASEs who are called to active military service will be provided leave from their current positions to fulfill their military obligations. Military leave will be paid to the extent required by applicable law.
B. SHORT-TERM FAMILY-RELATED LEAVE

1. Upon request from an ASE, and subject to the provisions of this article, the University will grant an ASE’s reasonable request for leave of absence of appropriate duration due to:
   a. personal illness and/or disability;
   b. birth, adoption, or care of a child or family member as defined below in Section G; or
   c. family emergencies.

2. Paid Medical Leave and Family Leave

Leaves in Section B.1 shall be paid leaves for salaried ASEs and shall be unpaid for hourly ASEs. The period of paid leave under Section B.1 shall be no more than two (2) days for ASEs appointed at 50% for a regular academic quarter three (3) days for ASEs appointed at 50% for a regular academic semester. For ASEs who are employed for other than 50% FTE, the amount of paid leave as covered in Section B.1 will be prorated.

3. Unpaid Medical Leave and Family Leave.

Unpaid leave may be granted for periods beyond the terms of leaves in Section 2, but shall not exceed the end of the appointment period. These leaves may be paid (in whole or in part) for reasons defined in Section 1 and at the sole discretion of the department or hiring unit.

C. LONG-TERM FAMILY-RELATED LEAVE

Upon request from an eligible ASE, and subject to the provisions of this article, the University will grant an ASE’s reasonable request for long-term leave of absence during the academic year. Whenever possible leave should be requested at least thirty (30) days in advance of the begin date of the leave. The leaves described below may be combined for a maximum of four (4) weeks of leave during the academic year. The leave cannot be continued beyond the end date of the ASE’s appointment.

1. Childbearing

A salaried ASE who bears a child shall be eligible to receive up to four (4) weeks of paid leave for childbirth or related medical conditions for the period prior to, during, and after childbirth.

2. Other Leave

A salaried ASE shall be eligible to receive up to two (2) weeks of paid leave for the serious health condition, as defined under the Family Medical Leave Act (FMLA), of the ASE or the ASE’s family member, as defined in Section G. Additionally, this leave may be used for the care and bonding with an ASE’s newborn or newly adopted child.

An ASE receiving paid accommodation or leave for child birth, illness or injury from any other
source within the University will not be eligible to receive leave pursuant to this section.

D. BEREAVEMENT LEAVE

The University will grant an ASE’s reasonable request for bereavement leave due to the death of a family member as defined in Section G. The period of leave for bereavement shall be up to three (3) days per occurrence. Salaried ASEs shall be granted up to three (3) days pay for bereavement on those days the employee was previously scheduled to work. Nothing in this section shall preclude departments or hiring units from granting a longer period of paid bereavement leave when they determine the need to do so.

E. JURY DUTY

An ASE shall be eligible for a jury leave. Jury leave is leave with pay to serve on jury duty. Verification of actual service for jury duty shall be provided by the ASE to the University upon request. Pay for jury duty will not continue beyond the end date of the ASE’s appointment.

F. OTHER LEAVES

Other leaves, including but not limited to leave for service to government agencies and leave to attend professional meetings may be granted with or without pay at the University’s sole discretion or if required by applicable law.

G. DEFINITION OF FAMILY MEMBER

Family member is defined as one’s mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner).

H. REQUEST FOR LEAVE AND COVERAGE

In order to ensure proper coverage for leaves other than long-term leaves, ASEs are expected to contact the supervisor to request leave as soon as the need for the leave becomes known but not less than one (1) working day in advance of the commencement of the leave unless the leave is unanticipated personal or family illness or bereavement. Requests for leave shall be made in writing with information about the nature of the leave and probable duration. Upon request, the ASE’s request will include appropriate documentation. While it is the University’s responsibility to make arrangements for coverage, the ASE will assist as reasonably possible.

The Office of Labor Relations can assist with all leave requests for ASEs. Contact Marianne Beckett at Marianne.beckett@ucr.edu or (951) 827-2847

CHILDCARE

Effective July 1, 2008, the University established a system-wide childcare reimbursement program for eligible ASEs. The program defines reimbursable expenses and related procedures. Each eligible ASE shall receive up to $300 per quarter for expenses incurred during the ASE’s
appointment period in the regular academic year. An eligible ASE is a registered student with at least a 25% ASE appointment who has (a) qualified dependent(s). For the purposes of this program, qualified dependents shall include non-school age children in the custody of the ASE. Please contact Marianne Beckett in Labor Relations at Marianne.beckett@ucr.edu or (951) 827-2847 for additional information.

DEPCARE PARTICIPATION
All ASEs are entitled to participate in the UC Dependent Care Reimbursement Program. The terms of this plan shall be determined by UC in accordance with Internal Revenue Service regulations.

SUMMER SESSION
Please contact summer session before hiring any ASEs and review the ASE contract at http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html

CONFLICT RESOLUTION

GRIEVANCES
Graduate Students are strongly encouraged to resolve academic and employment problems directly and informally wherever possible.

It is preferred that employment-related grievances of TAs, Associate Ins___, Teaching Fellows, Readers or Tutors be handled informally if possible. If this is not possible they will be handled by the Union (CASE/UAW) and Labor Relations. Please contact Marianne Beckett or Tony Giorgio if you have questions.

Employment-related grievances of GSRs which cannot be resolved in informal discussion with the faculty member in charge should be taken to the department chair and, if necessary, to the Dean of the School or College. For specifics consult APM 140 at www.ucop.edu/acadadv/acadpers/apm. Problems relating to academic status or acceptable progress should be handled in a similar fashion, beginning with the faculty member(s) involved (if any), moving through the graduate advisor and department chair to the Graduate Dean and, in some cases, the Graduate Council.

The Graduate Division should be the first resort for students unsure about the proper grievance procedure to follow or who have questions about the policies affecting their lives at UCR. In addition, the University Ombudsperson is available as a general resource for students with complaints and the University Affirmative Action Officer and the Women's Resource Center are available to help where discrimination or sexual harassment is involved.

SEXUAL HARASSMENT
The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited by law and by University policy. It is the
intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy.

Definition
The University of California defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any University activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual performance or creating an intimidating, hostile, or offensive university environment.

In determining whether conduct constitutes sexual harassment, consideration must be given to the totality of circumstances, including the nature and frequency of the conduct and the context in which the incidents occurred.

Complaint Resolution Officers
If you would like to talk to someone about sexual harassment or file a charge, please contact Debbie Artis in the Sexual Harassment Office at (951) 827-7070.

FEES AND REMISSIONS

GRADUATE STUDENT HEALTH INSURANCE PROGRAM (GSHIP) AND PARTIAL FEE REMISSION (PFR)

The criteria for graduate students to be eligible for GSHIP and PFR are as follows:

• The student must be a TA, Teaching Fellow, Associate In___, GSR, Reader, or Tutor
• The percentage of time for an appointment must be a minimum of 25% time. A combination of qualifying titles totaling a minimum of 25% time will also meet the criteria. **If a student employees employment is from multiple sources, the computer program prorates the amount each appointment pays towards the remissions based on the percentage time worked from each account.**
• The appointment period must extend through the entire quarter
• Partial Fee Remission is 100% of the Educational and Registration Fee.

EXEMPTION FROM PAYING GSHIP
If a student has comparable health insurance coverage s/he may apply for an exemption of the GSHIP premium by filing the appropriate paperwork with the Health Center. Deadline dates for petitioning for exemption from GSHIP are **firm**. Contact the Student Health Insurance coordinator at ext. 2-5683 or 2-3031 for information.
For students to receive GSHIP and PFR awards on their SIS+ accounts, the hiring department must notify the Graduate Division in writing.

**NONRESIDENT TUITION REMISSION PROGRAM (NRTR) - GSRS ONLY**

GSRs are eligible to have the assessed nonresident tuition remitted when they are:

- International students or first-year nonresident domestic students
- Appointed and paid a minimum of 45% for the full quarter
- Not receiving other forms of support that fund nonresident tuition
- Meet all of the eligibility requirements of the GSR

For students to receive NRTR awards on their student statements, the hiring department must inform the Graduate Division in writing.

**FEE REMISSION ELIGIBILITY**

<table>
<thead>
<tr>
<th>Eligible Titles</th>
<th>Minimum % Time Appointment</th>
<th>PFR¹</th>
<th>GSHIP²</th>
<th>NRT³</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA</td>
<td>25%</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Associate In___</td>
<td>25%</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Teaching Fellow</td>
<td>25%</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Reader</td>
<td>25%</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tutor</td>
<td>25%</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>GSR</td>
<td>25%</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>GSR</td>
<td>45%</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**FEE REMISSION AMOUNTS**

<table>
<thead>
<tr>
<th></th>
<th>FALL 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSHIP</td>
<td>$641.00</td>
</tr>
<tr>
<td>PFR-Residents (Except MBA students) (Ed Fee plus Reg Fee)</td>
<td>$3,134+300=$3,434</td>
</tr>
<tr>
<td>PFR–Nonresidents (Except MBA students) (Ed Fee plus Reg Fee)</td>
<td>$3,270+300=$3,570</td>
</tr>
<tr>
<td>PFR MBA Resident/Nonresident Students (Ed Fee plus Reg Fee)</td>
<td>$3,104+300=$3,404.00</td>
</tr>
<tr>
<td>NRTR⁴</td>
<td>$4,898.00</td>
</tr>
<tr>
<td>RNRT⁵</td>
<td>$0</td>
</tr>
</tbody>
</table>

¹PFR = Partial Fee Remission is a 100% payment of the University and Educational Fee
²GSHIP = Graduate Student Health Insurance Program Fee Remission
³NRT = Nonresident Tuition
⁴NRTR = Nonresident Tuition Remission pays the assessed Nonresident Tuition Fee, or the
⁵RNRT = Reduced Nonresident Tuition – RNRT is for nonresident doctoral students advanced to candidacy; this is the amount the student owes

**FORMAT FOR FEE REMISSION NOTIFICATION**

Please use the ABE format requested by Bette Quinn. If you have questions please contact her at x2-4302.
FALL 2010 FEES

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Nonresident</th>
<th>MBA Resident</th>
<th>MBA Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Fee</td>
<td>$3,134.00</td>
<td>$3,270.00</td>
<td>$3,104.00</td>
<td>$3,104.00</td>
</tr>
<tr>
<td>Registration Fee</td>
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<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Student Center Fee</td>
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<tr>
<td>Rec Center Fee</td>
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<td>59.00</td>
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</tr>
<tr>
<td>Student Services Fee</td>
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</tr>
<tr>
<td>Gship</td>
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<tr>
<td>Tuition</td>
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<td>MBA Professional Fee</td>
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<td>MBA Tuition</td>
<td>0.00</td>
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<td>0.00</td>
<td>4082.00</td>
</tr>
</tbody>
</table>

FOR WINTER AND SPRING FEES GO TO HTTP://REGISTRAR.UCR.EDU/QUICKLINKS/FEES+AND+TUITION.HTM

ACADEMIC TITLES--ACADEMIC PERSONNEL MANUAL (APM) DEFINITIONS

TEACHING ASSISTANTS
According to Academic Personnel Manual (APM) section 410, a Teaching Assistant "is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a regular faculty member."

APM 410-20 states "a Teaching Assistant is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. Neither is he or she to be assigned responsibility for instructing the entire enrollment of a course nor for providing the entire instruction of a group of students enrolled in a course. The Teaching Assistant is responsible only for the conduct of recitation (discussion sections), laboratory, or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of his or her Teaching Assistants, has been assigned. The instructor in charge of an undergraduate course shall be responsible for assigning the final grade in the course."

TEACHING FELLOW
APM 410 defines a Teaching Fellow as "a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity who has been chosen because of competence to conduct the entire instruction of a group of students in a lower division course under the general supervision of a regular faculty member." Assignment to conduct instruction in an upper division or graduate course or course section may not be made except with the approval of the Committee on Courses. Teaching Fellows should have at least two years of teaching experience."
ASSOCIATE-IN
An Associate-In is a registered graduate student who should be competent independently and without supervision to conduct the entire instruction of a lower division course. The minimal qualifications for appointment to the title Associate shall be possession of a Master's degree or equivalent training and at least one year of teaching experience. Assignment to conduct instruction in an upper division course or course section may not be made except with the approval of the Committee on Courses.

GRADUATE STUDENT RESEARCHER
According to APM 112-4 a Graduate Student Researcher (GSR) is "a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator." (Source: http://www.ucop.edu/acadadv/acdpers/apm/s1-112.html)

READER
The title Reader is given to a student employed for the ability to render diverse services as a "course assistant," which will normally include the grading of student papers and examinations. Readers will usually be graduate students; but qualified undergraduate students may be so employed, especially when graduate students are not available. Professional readers, not enrolled as students, may be employed to meet special needs, but only on an hourly basis. Each has a different hourly rate.

Readers should have maintained at least a 3.0 grade-point average in their previous academic work, and should have taken and received at least a "B" grade in the course or equivalent in which they are serving. For students who have completed at least one full year of graduate work, the record of the year just past will be substituted for the undergraduate record. The appointing department will have the responsibility of ascertaining that these standards are maintained.

While there is no specific limit to the size of classes for which Readers may be appointed, it is expected that Readers will not be needed unless the class has more than 30 students.

To view the Academic Personnel Manual go to http://www.ucop.edu/acadadv/acdpers/apm/welcome.html

EMPLOYMENT CHECKLIST

- UC student status options:
  1 - Not registered (Use this when a student graduates and is placed in another status on campus, such as, postdoctoral scholar)
  2 - Not registered, graduate degree candidate (UCR student on filing fee status)
  3 - UCR Undergraduate student
  4 - UCR Graduate student
  5 - Not registered, graduate degree candidates at another UC campus
  6 - Undergraduate student at another UC campus
  7 - Graduate student at another UC campus
**The Payroll System (PPS) and the Student Information System (SIS+)**

Students receive credit for Partial Fee Remission (PFR), Nonresident Tuition Remission (NRTR), and Graduate Student Health Insurance Program (GSHIP) through the Financial Aid Module of the Student Information System (SIS+). Each department forwards a list of remissions for which each student hired by their department is eligible. The Graduate Division enters the remissions into SIS+ so the student bill is correct. These records are later matched against the payroll system by social security number. Thus, it is important that the student's SSN in SIS+ matches the SSN in PPS. The partial fee remission payment is charged to the payroll funding source. For example, Fall quarter, one-third was charged against the funding account for payroll through October 31, one-third was charged for payroll through November 30, and the remaining one-third December 31. In the event there is no match because either the appointment was not put on in time or something was omitted from either system, the funding source is charged in two equal payments (one-half charged for payroll through November 30 and one-half December 31). As a result, it is important that all eligible students have their appointments and awards processed on time.

If a student employee works from multiple sources, the computer program prorates the amount based on the percentage time worked from each account.

**Student Information System (SIS+) Screens**
The Registrar's database (SIS+) has many screens that are helpful in determining if a student is academically qualified for an appointment as a TA or GSR. The key screen is screen 183. What follows is a description of screen 183 and screen 048/148.
SCREEN 183 (GRADUATE HIRING SCREEN)
Summarizes many details that are used to determine student eligibility for graduate student employment. It lists the number of terms the student has attended UCR as a graduate student, normative time for the program, citizenship, term the student advanced to candidacy for the Ph.D., latest SPEAK/TSE/TAST test score, holds on registration and/or employment (Holds C3), restrictions on employment due to fellowship award (Holds C8), prior term bad grade (such as "I"s and "GD"s), and the cumulative GPA. If a student is on Leave of Absence or Filing Fee, this would show up in "Spec Prg" located just below "Term". "GLA" would appear for a student on Leave of Absence and "FIL" would appear for those on Filing Fee. A "Y" flag after "PAID" indicates the student has paid fees for the term.

To view current information on screen 183 for a graduate student, enter the student ID number at "SID" then tab over to "Term" and type the year (for example "01") and quarter (for example "F"). The current information should now be displayed.

<table>
<thead>
<tr>
<th><strong>Number of Terms</strong></th>
<th>Counts number of quarters enrolled since admittance to graduate school; can include Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Normative Time</strong></td>
<td>The approved normative time to degree of the student's program. This can be found on Screen 134.</td>
</tr>
<tr>
<td><strong>Paid</strong></td>
<td>Paid Status--&quot;Y&quot; indicates they have paid their fees for the current quarter</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Student Status</td>
</tr>
<tr>
<td>CT</td>
<td>Changed degree objective or program;</td>
</tr>
<tr>
<td>CO</td>
<td>Continuing</td>
</tr>
<tr>
<td>GN</td>
<td>New</td>
</tr>
<tr>
<td>GR</td>
<td>Returning</td>
</tr>
<tr>
<td>RL</td>
<td>Returned from Leave</td>
</tr>
<tr>
<td>GO</td>
<td>New Credential Student</td>
</tr>
<tr>
<td><strong>Residence</strong></td>
<td>N = Nonresident for tuition purposes</td>
</tr>
<tr>
<td></td>
<td>R = Resident for tuition purposes</td>
</tr>
<tr>
<td></td>
<td>U = Undetermined; student never turned in residency form</td>
</tr>
<tr>
<td></td>
<td>G= Nonresident who has been advanced to candidacy less than 10 quarters and is receiving RNRT</td>
</tr>
<tr>
<td></td>
<td>A=ABS40 student; Resident for tuition purposes</td>
</tr>
<tr>
<td><strong>Special Programs</strong></td>
<td>GLA (student is on a leave of absence for the quarter)</td>
</tr>
<tr>
<td>FIL (student is on filing fee status for the quarter)</td>
<td></td>
</tr>
<tr>
<td>GRD (Graduating out of residence--graduating this quarter but does not need to pay fees, i.e., finishing an incomplete grade)</td>
<td></td>
</tr>
<tr>
<td>EAP (student is on the Education Abroad Program for the quarter/year)</td>
<td></td>
</tr>
<tr>
<td>BK (Berkeley), IDV (Davis), IIR (Riverside), ILA (Los Angeles), IMR (Merced), ISB (Santa Barbara), ISC (Santa Cruz), ISD (San Diego), ISP (San Francisco): Student is participating in the Intercampus Exchange Program. A student listed as IIR is a visiting student attending the UCR campus. All other abbreviations indicate where our students are attending.</td>
<td></td>
</tr>
<tr>
<td><strong>Visa status</strong></td>
<td>AR, AS, AM = Permanent Resident</td>
</tr>
<tr>
<td></td>
<td>F1, F2, J1, J2 = Foreign</td>
</tr>
<tr>
<td><strong>Citizenship</strong></td>
<td>Country of Citizenship</td>
</tr>
<tr>
<td><strong>Country of Origin</strong></td>
<td>If the student's first language is not English they must take the SPEAK test</td>
</tr>
<tr>
<td><strong>Term Advanced</strong></td>
<td>First quarter the student was advanced to candidacy for the Ph.D.</td>
</tr>
<tr>
<td><strong>SPEAK OR TAST</strong></td>
<td>The latest test score earned. This can also be found on screen 210</td>
</tr>
<tr>
<td><strong>HOLDS</strong></td>
<td>A &quot;Y&quot; flag is set for the following holds: C3 (Documentation needed for Employment) and C8 (Limitations on Employment). Screen 048 or 148 should be used when there is a &quot;Y&quot; in &quot;Holds&quot; &quot;C3&quot; or &quot;C8&quot; on Screen 183. Employment holds are obvious since you will see in bold print &quot;GD: Documentation needed for employment.&quot; An explanation will follow this</td>
</tr>
</tbody>
</table>
**Graduate Student Employment Manual**

<table>
<thead>
<tr>
<th>Prior Term Bad Grade</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a grade that is or could be an Incomplete still stands, a &quot;Y&quot; flag will be set.</td>
<td></td>
</tr>
</tbody>
</table>

| Number of Bad Grade Units | Number of "I", "IP", "GD", "NR", or "F" grades |

**SAMPLE SCREEN 183**

183 Graduate Hiring Screen

Screen: ___ SID: __________ Course: ___________ Term: 01F Date: 11-14-2000

Degree: ___________________ Number of Terms: ___________________
Major: ___________________ Normative Time: ___________________
Curr Units: _______ Paid: _______ Status: _______ Spec Prg: _______
Visa: ___________________ Residence: ___________________
Citizenship: ___________ Term: ___________ Advanced: ___________
Country of Origin: ___________

Prior Degrees

<table>
<thead>
<tr>
<th>Deg</th>
<th>Date</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPEAK: _______ TAST: _______ TACLS: _______ TASEM: _______ TAEVL: _______
Holds C3: _______ C8: _______ Prior Term Bad Grade: _______ Cum Grad GPA: _______

Number of Bad Grade Units: _______

**DCP AND MEDICARE**

All students must be enrolled in 12 units to be a GSR or TA. However, if a student is not enrolled in at least 6 units, for whatever reason, he or she automatically becomes subject to Medicare withholding. He or she also becomes a mandatory participant in the University DCP (Defined Contributions Plan). To be exempt during the summer months, the student must enroll in 4 units for both Summer Sessions. If a student is enrolled in one of the Summer Sessions, he or she will be exempt for that month in session.

**DATA BASE MAINTENANCE REPORT (CHANGES TO RETIREMENT/FICA AFTER SIS+ UPDATE) AN INTERPRETATION**

The report on the following page is written and sent out by the Payroll Office after the match each month between the SIS+ and PPS system to show which students were moved in or out of the DCP/Medicare Program. Departments may or may not get a copy of this each month. Departments will only get a copy if a students moves in or out of the program. Please pay close attention to this report. If a student inadvertently moves into the Retirement system this is the only notice a department will receive. Also note, Inactive (I) student appointments are placed on this report as well as Active (A) appointments.

Students whose retirement code is changed to H/M are being moved into the Retirement system. This is the first group of students on the report. A student could be moved into the group because he or she enrolled in less than 6 units or has not paid their fees for the quarter. Another
reason might be because the SSNs in PPS and SIS+ do not match up. If there is only one SSN next to the student's name it means there was not a corresponding SSN in SIS+.

The students on the second half of the report are being moved out of the retirement program and will no longer have DCP or Medicare removed from their paychecks.

If students were in an appointment that put them in the retirement system for 12 consecutive months before becoming a graduate student then they stay in the retirement system as there was not a break in service.

**RETIREMENT**

University of California Retirement Plan (UCRP or Plan) Regulation 2.20 has been modified, effective July 1, 2002, to redefine those employees considered to be primarily students and thus are ineligible for UCRP membership. Historically, the Eligible Employee student exclusion has generally applied to an employee who is a student and employed for less than 100% time.

In recent years, the demographics of the UC student/employee population have shifted. There are now more employees with 50% or more appointments who happen to be students. Not all students spend most of their time on education and their employment is not always closely connected to their academic pursuit. Because current student and employee populations overlap in different ways today, UC Human Resources/Benefits, after extensive consultation and review, has revised UCRP Regulation 2.20 to exclude from UCRP only students whose employment is connected to their educational pursuit. The refinement permits UCRP eligibility for employees who are working at University jobs for a significant portion of the time and also happen to be students and provides consistency in the treatment of student employees and non-student employees with similar appointments.

As before, for purposes of these policies, a University student is a student who is registered and enrolled for one quarter or more at one of the University of California campuses or Hastings College of the Law, but excluding University Extension, in a program leading to a degree. Also, an Active Member who later becomes a University student or who enters a training program shall remain an Active Member unless the Member has a Break in Service.

The revised Regulation 2.20 provides that effective July 1, 2002 an employee is considered to be at the University of California primarily for the purposes of receiving an education or training, and thus is excluded from UCRP membership, if:

(a) such employee is appointed to an academic position contingent upon student status, i.e., titles restricted to students (Class Title Outline (CTO) codes = 400-499); or
(b) such employee is appointed to a casual/restricted staff position, as defined in the University’s personnel policies for staff members; or
(c) such employee is a University student and is appointed at less than 50% time; or
(d) such employee is employed in a training program of two years or less with a special classification and salary rate or range.
The revised Regulation 2.20 provides that effective July 1, 2002 an employee is not considered to be at the University of California primarily for the purposes of receiving an education or training, and thus is included in UCRP membership, if:

(a) such employee has an indefinite appointment at 50% time or more; or  
(b) such employee has a 50% time or more appointment with a definite term of one year's duration, or more; or  
(c) such employee has a change in employment status which extends the total period of employment at 50% time or more to one year or longer, effective as of the date of the change in status; or  
(d) such employee has multiple appointments at the same or different UC locations which, when aggregated, total at least 50% time for at least a year's duration.

It is important to note that student employees shall not be considered eligible for UCRP membership on account of an accumulation of 1,000 hours of employment or any portion of such hours.

**CAREER EMPLOYEES**

Career employees are eligible for the Employee Reduced Fee Program. Two thirds of the University Ed and Reg Fee are credited. For more information go to [http://hr.ucr.edu/?content=PoliciesAndContracts/PPSM51Pro.html](http://hr.ucr.edu/?content=PoliciesAndContracts/PPSM51Pro.html).

Since they already have health insurance they would contact the Student Health Center about waiving out of the student health insurance.