



Graduate Student Employment Manual
(A Guide for Hiring Graduate Students)

Graduate Division
Office of the Dean

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TITLE CODES & SALARIES

| Title Codes | Gship | Non-Gship | Non-Student |
|--------------------|-------|-----------|-------------|
| GSR | 3276 | 3266 | |
| Teaching Assistant | 2310 | 2311 | |
| Teaching Fellow | 2300 | 2301 | |
| Associate In__ | 1506 | 1507 | |
| Reader | 2850 | 2851 | 2500 |
| Tutor | 2860 | 2861 | 2510 |

UCOP salary scales can be seen at <http://www.ucop.edu/academic-personnel/compensation/>
 (Reader, Teaching Fellow, & Teaching Assistant=Tables 18; Associate = Table 19; & GSR=Table 22)

| ASE Salary* | Annual (100%) | Monthly (100%) | Monthly (50%) | Quarterly (50%) |
|---|---------------|----------------|---------------|-----------------|
| Teaching Assistant | \$41,306 | \$4,589.56 | \$2,294.78 | \$6,884.34 |
| Teaching Fellow | \$48,429 | \$5,381.00 | \$2,690.50 | \$8,071.50 |
| Reader=\$15.78/hr. (w/Bachelor's) Reader=\$15.00/hr. (wo/Bachelor's) | | | | |
| Tutor I = 14.68/hr. Tutor II = 15.19/hr. | | | | |
| Associate In__** | \$43,277 | \$4,808.56 | \$2,404.28 | \$7,212.84 |
| | \$44,118 | \$4,902.00 | \$2,451.00 | \$7,353.00 |
| | \$45,120 | \$5,013.33 | \$2,506.66 | \$7,519.99 |
| | \$46,104 | \$5,122.67 | \$2,561.33 | \$7,684.00 |
| | \$47,051 | \$5,227.89 | \$2,613.94 | \$7,841.83 |
| | \$48,109 | \$5,345.44 | \$2,672.72 | \$8,018.16 |
| | \$49,221 | \$5,469.00 | \$2,734.50 | \$8,203.50 |
| | \$50,166 | \$5,574.00 | \$2,787.00 | \$8,361.00 |
| | \$51,302 | \$5,700.22 | \$2,850.11 | \$8,550.33 |

*Academic Student Employees (ASE) Salary Scales are as of October 1, 2017

**Associates may be paid within the above range

| GSR Salary*** | Annual (100%) | Monthly (100%) | Monthly (49%) | Quarterly (49%) |
|---------------|---------------|----------------|---------------|-----------------|
| GSR, Step 2 | \$42,144 | \$3,512.00 | \$1,720.88 | \$5,162.64 |
| GSR, Step 3 | \$46,740 | \$3,895.00 | \$1,908.55 | \$5,725.65 |
| GSR, Step 4 | \$50,484 | \$4,207.00 | \$2,061.43 | \$6,184.29 |
| GSR, Step 5 | \$53,832 | \$4,486.00 | \$2,198.14 | \$6,594.42 |
| GSR, Step 6 | \$56,340 | \$4,695.00 | \$2,300.55 | \$6,901.65 |
| GSR, Step 7 | \$60,852 | \$5,071.00 | \$2,484.79 | \$7,454.37 |
| GSR, Step 8 | \$65,700 | \$5,475.00 | \$2,682.75 | \$8,048.25 |
| GSR, Step 9 | \$70,968 | \$5,914.00 | \$2,897.86 | \$8,693.58 |
| GSR, Step 10 | \$76,620 | \$6,385.00 | \$3,128.65 | \$9,385.95 |

*** GSR salary scales are as of October 1, 2017

ELIGIBILITY FOR ACADEMIC APPOINTMENTS

1. 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 only if the student has been formally **admitted** to a program. New incoming students for Fall are not eligible to be in teaching title codes in the summer prior to entering their degree 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.

2. Incomplete Units

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

3. Grade Point Average (GPA)

The minimum GPA for GSRs, teaching titles (TAs, Associate In__ & Teaching Fellows) and Readers is 3.00. Exceptions are not made for those in teaching titles. If a student does not meet the above minimum requirement for a GSR or Reader, an exception may be requested. Please forward a memo of support to the Graduate 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. All requests and justifications must come directly from the Graduate Advisor or Department Chair.

4. Time Limits to Degree

1. 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)

2. 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 exceeds these time limits, a timetable to completion (or timetable to exams) must be approved by the Graduate Dean. Do not appoint the student until the Graduate Dean has approved the timetable.

5. English Language Proficiency

Any student who was born in a country where English is not the official language (or is born in the US but indicates on their application that English is not their first 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 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 the first quarter of ESL instruction at Extension will be paid for by Graduate Division.

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.

| Rating Scale | TOEFL iBT Scores | TSE/Speak Scores | IELTS |
|------------------|------------------|------------------|-------|
| Clear Pass | 23-30 | 50-60 | 8 |
| Conditional pass | 17-22 | 40-45 | 6-7 |
| Fail | 0-16 | 20-35 | 5 |

GENERAL STANDARDS AND PROCEDURES

1. 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.

2. Maximum Percent Time for Appointments

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 Tuition and Student Services Fee are credited. For more information go to <http://hr.ucr.edu/publicationsanddocuments.html> and look under the Education and Development header.

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.

3. Fellowship employment supplementation

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 and Dissertation Year Program (DYP). The Graduate Research Mentorship Program Fellowship allows a 25% supplementation as a GSR. It cannot be supplemented with any other appointment title.

4. 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 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 USCIS authorization.

GRADUATE STUDENT RESEARCHERS (GSRs)

1. SALARY STEPS

Most students work 49% time as GSRs during the academic year. 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.

If departments use other criteria, it is listed in the table below.

| College | Major | Step | Criteria |
|---------|--------------------------|------|---|
| BCOE | All majors | 2-4 | Less than one yr of graduate study; no extensive appropriate work experience |
| | | 3-5 | Has one year or more of graduate study or extensive appropriate work experience without a master's degree |
| | | 3-6 | Has completed all required PhD course work but has not advanced to candidacy |
| | | 4-7 | Advanced to Candidacy for the PhD |
| CNAS | Biochemistry | 4 | First year students |
| | | 5 | Completed one year of graduate study or has a master's degree |
| | | 6 | Advanced to Candidacy for the PhD |
| | CMDDB | 4 | First year students |
| | | 5 | Completed one year of graduate study or has a master's degree |
| | | 6 | Advanced to Candidacy for the PhD |
| | Chemistry | 4 | First year students |
| | | 5 | Completed one year of graduate study or has a master's degree |
| | | 6 | Advanced to Candidacy for the PhD |
| | Environmental Toxicology | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |

| | | | |
|------|------------------------|------|--|
| | Genetics | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |
| | Mathematics | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |
| | Microbiology | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |
| | Neuroscience | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |
| | Physics & Astronomy | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |
| | Plant Pathology | 4 | First year students |
| | | 5 | Completed one year of graduate study or has master's degree |
| | | 6 | Advanced to Candidacy for the PhD |
| | Statistics | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |
| GSOE | Education | 2-10 | 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. |
| SOM | Biomedical Sciences | 4 | First year students |
| | | 5 | Completed one year of graduate study |
| | | 6 | Advanced to Candidacy for the PhD |

2. Leave Policy

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>.

a. Vacation

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".

b. Family and Medical Leaves

A Graduate Student Researcher (GSR) may request leave as provided below. A leave request should be submitted as soon as the need for leave becomes known, whenever possible at least thirty (30) days in advance of the start date, but not less than one (1) working day in advance of the commencement of the leave unless the leave is for an unanticipated personal or family illness. All requests for leave shall be submitted to the GSRs home department's payroll administration for review and signature prior to being submitted to the Academic Personnel Office. Upon request the GSR will be required to provide appropriate documentation to support the request, including certification from a medical provider.

For the purpose of this policy "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).

No period of leave will extend beyond the GSR's appointment period.

In the event the funding agency or fund source does not provide for leave, or provide sufficient funding for the period approved, it shall be the responsibility of the school or department the student's appointment is under to provide the funding required. When a student is in a joint/split appointment, leave funding will be proportionate to the percentage of appointment or funding allocation.

Leave for Pregnancy Disability, Childbirth and Related Medical Conditions

GSRs receiving financial support from the University may take up to six weeks of paid leave for pregnancy, childbirth or related medical conditions for the period prior to, during, and after childbirth.

Students shall continue to receive their current level of support during the six weeks of paid parental leave regardless of the fund source. In the event the fund source does not provide six full weeks of paid leave, it shall be the responsibility of the school(s) the student's program is under to provide the additional funding required.

Medical/Family Leave

GSRs may take up to four weeks of other paid leave in relation to their own serious health condition, to care for a family member who has a serious health condition, or to care and bond with a newborn child or an adopted/foster child, provided that the leave is taken within twelve months of the birth or placement of the child with the GSR. Students receiving financial support from the University, regardless of the funding source, shall continue to receive their current level of support during this period.

Unpaid Leave

To augment either period of paid leave above, GSRs may take up to two additional weeks of unpaid leave upon approval provided such unpaid leave does not extend beyond the date of appointment.

c. Active Service-Modified Duties ([APM - 760](#))

A GSR who is responsible for at least 50% of the care of a qualified child is eligible for a temporary reduction of duties (and corresponding reduction in pay) to prepare and/or care for a newborn child or child under the age of 5 newly placed for adoption or foster care. The reduction normally should begin no more than 3 months prior to the birth or placement and should end no more than 12 months after the birth or placement. The total amount of childbearing leave and active service-modified duties status cannot exceed 1 quarter.

3. Childcare Reimbursement Program

A GSR appointed at 25% time or more for an entire quarter shall receive up to \$900 per quarter for childcare expenses incurred during the GSR's appointment period. For example: In 2015/16 the child must be 12 or under on July 1, 2015 in the custody of the GSR and claimed as a dependent on the GSR's tax return (see below for more details.) Childcare provided by the spouse, a child of the GSR under age 19, or someone else the GSR claims as a dependent for tax purposes, is not reimbursable and the childcare provider must have a valid tax ID or social security number. The maximum amount is not per

child but is the maximum amount that can be received for all children.

Reimbursement requests are submitted **after** the expenses are incurred. The GSR *Childcare Reimbursement Form* should be completed no later than the last day of the following term (e.g., reimbursement for Fall Quarter must be submitted no later than the end of Winter Quarter). If the reimbursement is for Spring Quarter, the request must be submitted before the end of the fiscal year (June 30). Receipts should be attached to the reimbursement form. The form is turned in to the department payroll personnel.

Two employees may not each claim the credit for the same provider care for an eligible child unless the provider care exceeded the term dollar limit of \$900 per quarter. The second employee may claim the additional expense reimbursement by submitting a separate claim.

If the GSR also has another appointment that reimburses for childcare, the cost of the program will be shared between the two appointments.

The reimbursement will be paid through Payroll as taxable earnings to the GSR. The cost will be charged to the GSR's hiring department.

Allowable Receipts: The childcare provider must have a valid tax ID or social security number. If the center cares for six or more dependents that are not residents, it must comply with all state and local licensing laws and applicable regulations. Expenses incurred before the beginning of or after the end of a GSR's appointment are not eligible for reimbursement.

University Dependent Care Program: For GSRs who sign up for the University Dependent Care Program, receipts for the same expense cannot be used for both the Childcare Reimbursement and Dependent Care Reimbursement Programs. The GSR will be required to certify on the reimbursement form that the expense is not being claimed under both programs.

Reimbursement Process: Once the hiring department receives the form, verifies the employee has/had a qualified GSR appointment, and approves the documentation (receipts) it processes either a one-time payment using the online PPS Department Time Reporting screen 'EDFT' or the UPAY 564 Form (One-Time Payment Authorization Form). The DOS code 'BXC' is to be used for the reimbursement. The payment will be generated through PPS. Payment will normally be in the same form as the GSR normally receives pay -- i.e. check or electronic deposit. If a GSR is no longer actively employed at the time of the reimbursement, then a paper check will be issued. Appropriate charges to the hiring department will appear on the Distribution of Payroll Expense Report and in the General Ledger. The department should retain the forms and receipts in the employee's file for five years.

Payments made using the "BXC" DOS code are subject to Federal, State and FICA withholding taxes, if applicable. The federal tax-withholding rate will be 25% (reference Federal Regulations 31.3403(g)-1) and the state tax-withholding rate will be 6%. The payments are not included in Covered Compensation for UC Retirement System (UCRS) purposes.

The *Childcare Reimbursement Form* can be found at http://graduate.ucr.edu/GSR_Regulations.html

4. Corrective Action and Dismissal

Graduate students who are appointed as a Graduate Student Researcher are non-Senate academic appointees and therefore are covered by the Academic Personnel Manual (APM) *regardless of their funding source*. The APM specifies the rights and responsibilities of these appointees and also establishes a procedure for instituting corrective action or dismissal from the appointment when employment-related performance is perceived to be unsatisfactory. [APM 150](#) (specifically APM 150-32) describes this procedure. Graduate programs and major professors **must** adhere to APM-150 in order to protect the due process rights of graduate students holding non-represented non-Senate academic appointments. Furthermore the Graduate Division must be notified and kept apprised whenever a case moves beyond the Informal Resolution stage specified in APM 150-32. A corrective action or dismissal may reduce or eliminate any remaining financial obligation made

to a student by the university. Questions about these policies and procedures should be directed to the Academic Affairs Section in the Graduate Division.

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

1. Union Representation

All graduate student teaching titles (Teaching Assistant, Teaching Fellows, Associate), as well as Readers and Tutors are represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Local 2865. The students are referred to as ASEs (Academic Student Employee Unit). The current contract is in effect until June 30, 2018. A copy of the union contract can be seen at

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html>

2. 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 send electronically copies of all ASE appointment letters to Sonia Lepe at sonia.lepe@ucr.edu two weeks prior to the beginning of the quarter.

3. Number of Quarters - Limit

If a student has been employed in any combination of teaching titles (TA, Teaching Fellow, Associate) 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) for more than 18 quarters. **There are no exceptions** (Academic Personnel Manual 410-17C).

4. TA Training & Teaching Evaluations

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.

Each quarter TAs are evaluated by their students. A TA who earns an average score of 4.0 or lower on any question must complete additional training through TADP. As in the past, students who score 4.0 or below 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 4.0 or lower 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.

5. Appointment Security

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 (Tuition and Students Services Fee). If they do not complete the entire quarter they will be responsible for repaying GSHIP and Partial Fee Remission.

6. 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 but no later than 30 days prior to the start of the term. In case in which positions become available less than 30 days prior to the start of the term notification will be made as soon as possible. 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. The wording of the appointment letter is mandated by the contract. A copy can be found at http://graduate.ucr.edu/pub_forms.html and below.

7. Supplemental Documentation

Per the union contract, prior to the beginning of the term or as soon as practicable thereafter, the department should provide to ASEs a description of duties form which will set forth the following: a description of required duties; the 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; and any other relevant information. The department must provide advance notice when duties are changed significantly. An example of this letter and the supplemental letters can be found at http://graduate.ucr.edu/pub_forms.html

8. 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.

9. Workload Issues

Teaching Assistants (TA)

For purposes of this section only, "TA" refers to Teaching Assistant, Associate, 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.

10. TA Rehires/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 an ANRW renewal. Do not just extend the appointment. Students must have a signed appointment letter on file before entering information on PPS.

11. Lecturers

Students cannot serve as Lecturers. The only exception is if they are on Filing Fee status.

12. Data Entry in Banner

All Teaching Fellows, Teaching Assistants and Associates must be entered into Banner with the correct sections each quarter to insure that iEval is populated correctly. This should be done no later than week five in each quarter.

13. 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.

14. Discipline and Dismissal

Since ASEs are represented by a union, it is important that the department contact Labor Relations with regard to discipline and dismissal of an ASE.

15. Union Dues

All represented students must join the union and pay dues or pay the union a fair share service fee.

16. Withdrawals

A student must work at least 110 hours to be eligible for payment of the Graduate Student Health Insurance and Partial Fee Remission (Student Services Fee and Tuition). If they do not complete 110 hours they will be responsible for repaying GSHIP and Partial Fee Remission.

17. English Language Proficiency

Any student who was born in a country where English is not the official language (or is born in the US but indicates on their application that English is not their first 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. For more details see page 5 and 6.

18. Leaves

The following is taken from the ASE contract. The Office of Labor Relations can assist with all leave requests 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. Pregnancy Disability Leave

Under the California Pregnancy Disability Leave Laws, ASEs are entitled to **unpaid** leave for **up to four months** per pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions. Notwithstanding the foregoing, a Pregnancy Disability Leave will not continue beyond the end date of the ASE's appointment. The University will maintain and pay for health insurance coverage (University-sponsored Student Health Insurance Plans, or other insurance for non-student ASEs, as applicable) for the duration of the leave, not to exceed four months in a 12-month period under the same conditions that coverage would otherwise have been provided by the University if the employee had been in employment continuously for the duration of the leave.

C. Short-Term Medical Leave and 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 H; or
- c. family emergencies.

2. Paid Medical Leave and Family Leave

Leaves in Section C.1. shall be paid leaves for salaried ASEs and shall be unpaid for hourly ASEs. The period of paid leave under Section C.1. shall be no more than two (2) days for ASEs appointed at 50% for a regular academic

quarter and shall be no more than 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 C. 1. will be prorated.

3. Supplemental Short-term

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.

D. Long-Term Medical Leave and 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 six (6) weeks of leave during the academic year. The leave cannot be continued beyond the end date of the ASE's appointment.

1. Paid Leave for Pregnancy Disability, Childbirth and Related Medical Conditions

A salaried ASE shall be eligible to receive up to six (6) weeks of paid leave for pregnancy, childbirth or related medical conditions for the period prior to, during, and after childbirth. Any paid leave taken under this Section shall run concurrently with any leave taken under Section B. pursuant to California's Pregnancy Disability Leave Laws. An ASE will be approved for up to two additional weeks of unpaid leave for baby bonding, provided such unpaid leave does not extend beyond the end date of the ASE's appointment. Unpaid leave may be granted for periods beyond the terms of leaves in this Section D, at the sole discretion of the University.

The University will not retaliate against an ASE who takes a leave under this section.

2. Other Paid Leave

A salaried ASE shall be eligible to receive up to four (4) weeks of paid leave due to the ASE's serious health condition, as defined under the Family Medical Leave Act (FMLA), or to care for a family member of the ASE, as defined in Section H, who has a serious health condition. Additionally, this leave may be used to care for and bond with the ASE's newborn child or a child placed with the ASE for adoption or foster care, provided that the leave is taken within twelve months of the birth or placement of the child with the ASE. An ASE will be approved for up to two additional weeks of unpaid leave for baby bonding or for a serious health condition, provided such unpaid leave does not extend beyond the end date of the ASE's appointment. Unpaid leave may be granted for periods beyond the terms of leaves in this Section D, at the sole discretion of the University.

An ASE receiving paid leave for pregnancy disability, childbirth, related medical condition or for illness or injury from any other source within the University will not be eligible to receive leave pursuant to this Section.

E. 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.

F. Jury Duty

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

G. 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.

H. 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).

I. Request for Leave & 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.

19. Childcare Reimbursement Program

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 \$900 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 in 2015/16, qualified dependents shall be children no older than 12 as of July 1, 2015 and in the custody of the ASE. For additional information go to http://hr.ucr.edu/docs/labor_relations/ase/ase_child_care_reimbursement_program_ucr_guidelines.pdf or call Jake Hurley, Labor Relations. The *Childcare Reimbursement Form* can be found at http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/uben254.pdf

20. Dependent Care Reimbursement Program

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.

21. Summer Session

Please contact Summer Session before hiring any ASEs and review the ASE contract.

DISPUTE RESOLUTION

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, Associates, Teaching Fellows, Readers or Tutors be handled informally if possible. If this is not possible they will be handled by the UAW labor union and Labor Relations. Please contact Labor Relations 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.

Dismissal of Students Holding Non-academic Appointments

Most graduate students holding non-academic appointments on campus are covered by the [UC Personnel Policies for Staff Members Article 70](#)

FEES AND REMISSIONS

1. Fees

For current fees go to <http://registrar.ucr.edu/registrar/tuition-and-fees/default.aspx>

2. Acronyms and Fee Names

| | |
|----------------------|--|
| PFR | Partial Fee Remission is a combination of the Tuition and Student Services Fee |
| NRSTR | Nonresident Supplemental Tuition Remission pays the assessed Nonresident Supplemental Tuition (formerly named Non-Resident Tuition Remission) |
| RNRT | Reduced Nonresident Supplemental Tuition Remission is for nonresident PhD students advanced to candidacy (formerly name Reduced Nonresident Tuition Remission); the full Nonresident Supplemental Tuition is removed from the bill |
| GSHIP | Graduate Student Health Insurance |
| NRST | Nonresident Supplemental Tuition (formerly named Non-Resident Tuition) |
| Tuition | Formerly named University Education Fee |
| Student Services Fee | Formerly named Registration Fee |

3. 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, 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 has multiple appointments, the amount deducted from each account is prorated based on the appointment percentage time. For example, if they are a 25% TA and 25% GSR then half of the Gship and remissions amount is charged to the TA account and half is charged to the GSR account.
- The appointment period must extend through the entire quarter
- Partial Fee Remission is 100% of the Student Services Fee and Tuition. It does **not** include the Nonresident Supplemental Tuition.

For students to receive GSHIP and PFR awards, the hiring department must process the file through GradESS in order for awards to post into the Banner system.

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 Campus Health Insurance coordinator at ext. 2-5683 or 2-3031 for information.

4. Nonresident Supplemental Tuition Remission Program (NRSTR) - GSRs only

GSRs are eligible to have the assessed Non-resident Supplemental Tuition remitted when they are:

- International students or first-year non-resident domestic students
- Appointed and paid a minimum of 45% for the full quarter
- Not receiving other forms of support that fund this fee
- 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.

5. Fee Remission Eligibility

| Eligible Titles | Minimum % Time Appointment | PFR | GSHIP | NRSTR |
|-----------------|----------------------------|-----|-------|-------|
| TA | 25% | Yes | Yes | No |
| Associate | 25% | Yes | Yes | No |
| Teaching Fellow | 25% | Yes | Yes | No |
| Reader | 25% | Yes | Yes | No |
| Tutor | 25% | Yes | Yes | No |
| GSR | 25% | Yes | Yes | No |
| GSR | 45% | Yes | Yes | Yes |

TITLES--ACADEMIC PERSONNEL MANUAL (APM) DEFINITIONS

1. 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."

2. 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.

3. Associate

An Associate 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.**

4. 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/acadpers/apm/s1-112.html>)

5. 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.

6. Academic Personnel Manual To view the Academic Personnel Manual go to <http://www.ucop.edu/acadadv/acadpers/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
- To be considered a full-time student s/he must be enrolled in 12 units and have paid registration fees. In the case of summer GSR appointments, the student must be admitted for the next Fall quarter.
- If the student's native language is not English and s/he is being employed in a teaching title, s/he must have taken and passed the English proficiency exam.
- GPA of TAs/Assoc. Ins/Teaching Fellows/GSRs/Readers must be at least a 3.00.
- Maximum employment may not exceed 50% during the academic year.
- Maximum employment of fellowship holders should not exceed 25% during the academic year.

- The student must meet acceptable progress limits.
- The student's SSN in PPS must match the SSN in Banner.

THE PAYROLL SYSTEM (PPS) AND THE STUDENT INFORMATION SYSTEM (BANNER)

Students receive credit for Partial Fee Remission (PFR), Nonresident Supplemental Tuition Remission (NRTR), and Graduate Student Health Insurance Program (GSHIP) through Banner, the Registrar's Financial Aid Module. Each department informs the Graduate Division (through GradESS) of students who are eligible to receive remissions. This is then entered onto the student's bill. These records are later matched against the payroll system by social security number. Thus, it is important that the student's SSN in Banner 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.

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 in a 3 week, 5 week or 7 week Summer session and 8 units in a 10 week Summer session. If a student is enrolled in one of the Summer Sessions, he or she will be exempt for that month in session.

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.

XIII. CAREER EMPLOYEES

Career employees are eligible for the Employee Reduced Fee Program. Two thirds of the University Tuition and Student Services Fee are credited. For more information go to <http://hr.ucr.edu/publicationsanddocuments.html> and look under the Education and Development header. Since employees already have health insurance they would contact the Campus Health Center about waiving out of the student health insurance.