

Academic Student Employee (ASE) Appointment Notification Letter

Last Updated by SLC PPT: 12/15/2020

12/18/2020

Dear *SLC ASE Appointee*,

Congratulations! You are being offered an appointment in the *Student Learning Center* as a *Individual and/or Group Tutor* for *Spring 2020*. Please read this letter carefully and follow the instructions provided to accept the offer.

| Appointment | |
|--|--|
| Appointment Title | <i>Individual Tutor and Group Tutor</i> |
| Title Code | <i>2861 if you are an undergraduate 2860 if you are a graduate 2510 if you are a non-student</i> |
| Dates of Appointment | <i>January 12, 2021 to May 14, 2021</i> <i>You are expected to start work on January 12, 2021 or once your onboarding is complete, whichever is later.</i> <i>Your final service date is May 14, 2021.</i> |
| Compensation | |
| Percent Time (e.g. 25% = 10 hours/week) | <i>0 to 19.5 hours per week</i> |
| Pay Step (if GSI or AI-GS) | <i>N/A</i> Information on Step Levels and Salary Scales is available on the Graduate Division website. |
| Monthly Compensation (if GSI or AI-GS) | <i>N/A per month</i> |
| Hourly Rate (if Reader or Tutor) | <i>For individual tutoring, \$16.53 per hour</i> |

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| | <i>For group tutoring, \$19.60 per hour</i> |
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Required Duties

Minimum qualifications and general duties for Academic Student Employees (“ASEs”) are outlined [for GSIs](#) and [for Readers and Tutors](#) in the Graduate Student Academic Appointments Handbook at grad.berkeley.edu/financial/appointments.

| Specific Duties | |
|---|--------------------------------|
| Supervisor | <i>See Attachment A below.</i> |
| Course Assignment | <i>See Attachment A below.</i> |
| Time and Location | <i>See Attachment A below.</i> |
| Description of Duties | <i>See Attachment A below.</i> |
| Departmental Policy on Class, Section, and/or Lab Size, if it exists (if GSI) | <i>See Attachment A below.</i> |

Exceeding Assigned Percent Time/Hours

It is your responsibility to inform your supervisor as soon as you perceive your assignment might exceed the assigned Percent Time. You must obtain advance written permission from your supervisor before working beyond the number of hours defined for your appointment. In addition, at no time should you work beyond eight hours in a day, or forty hours in a week.

Working Remotely Outside the US

For those academic appointees who are permitted to temporarily work from abroad, FAQs regarding working from abroad are located here: https://www.ucop.edu/academic-personnel-programs/_files/special-announcements/faq-re-acad-appointees-teleworking-from-overseas.pdf.

New Employee Onboarding

If you will be employed at UC Berkeley for the first time or will have had a break in service or employment for more than 31 calendar days when you start your appointment, you are required to complete new employee onboarding as outlined on the [Berkeley Regional Services website for newly hired employees](#).

- **IMPORTANT FOR ON-TIME PAY AND SYSTEMS ACCESS:** After accepting this offer, you will receive onboarding information via email. Complete the new hire packet and, if applicable, schedule your onboarding appointment as soon as possible after receiving the email. The new hire packet is due no later than *the date listed in your DocuSign Packet*. If you do not complete onboarding on time, your first payment and systems access may be delayed.

Requirements for First Time ASEs

- If this is your first time employed as an ASE, you must attend the UAW New ASE Orientation, which includes a presentation by UAW Local 2865. Upcoming meeting information is posted on the [ASE Orientation website](#).
- All first-time GSIs are required to fulfill the following requirements, which are overseen by the GSI Teaching and Resource Center:
 - Attend the [First-Time GSI Teaching & Resource Center Conference](#).
 - Complete the [GSI Professional Standards & Ethics Online Course](#). This course must be completed *before* interacting with students (in person or online) as an instructor.
 - Either have completed or be enrolled in a [300-level semester-long pedagogy seminar](#) on teaching in the discipline offered by the department. First-time GSIs who fail to pass the 300-level course must retake and pass the course before they are eligible to teach again.

UAW Contact

This position is covered by a collective bargaining agreement between the University of California and UAW (“UC-UAW Contract”). A copy of the UC-UAW Contract is available at:

ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html.

In accordance with the UC-UAW Contract, the names and departmental addresses of all ASEs are released to UAW each term. You may contact the UAW for assistance with matters covered in the UC-UAW Contract:

UAW Local 2865
2030 Addison Street, Suite 640A

Berkeley, CA 94704
Phone: (510) 549-3863
Fax: (510) 549-2514
Email: berkeley@uaw2865.org
Website: uaw2865.org

All-Gender Restrooms and Lactation Support

If you anticipate the need for access to an all-gender restroom or lactation support during the course of your appointment, contact your hiring department/unit or the Employee and Labor Relations office at addison_elr@berkeley.edu as soon as possible after receiving this letter. More lactation support information is available on the [UHS Breastfeeding Support Program website](#). Please refer to [Article 20 of the UC-UAW Contract](#) for the applicable process.

Disability Accommodations

If you require accommodations for a disability in order to perform the essential functions of your position, consult with your supervisor once you have accepted the position. Please refer to [New Article - Reasonable Accommodation of the UC-UAW Contract](#) for the applicable process.

Childcare Reimbursement Program

An Academic Student Employee who is a registered student with at least a 25% appointment is entitled to participate in the Childcare Reimbursement Program as outlined in [Article 4 of the UC-UAW Contract](#). Eligibility, reimbursement amount, and reimbursement request information are available on the [Childcare Reimbursement Program website](#).

Partial Fee Remissions

You may be eligible to participate in the Partial Fee Remission program in any semester that you are a registered graduate student and hired into a title totaling 25% or more of full-time. Partial fee remissions offset a portion of your fees including tuition, health insurance, student service fee, and Berkeley campus fee. The Graduate Division website has more information on [fee remission eligibility and other policies](#).

- UGSIs: Information about partial fee remissions for undergraduate GSIs is available [here](#).

- Late Start Appointment: A late start appointment may require a commensurate increase in appointment percentage determined through the [Late Appointment Percentage Calculator](#) in order to generate the fee remission.

Accepting the Offer

Please reply by *the date listed in your email offer* to indicate whether you accept or decline this appointment. Failure to accept this offer by the response due date constitutes rejection of the appointment and will nullify the offer in its entirety.

Hiring Department/Unit Contact

If you have any questions regarding your appointment, please contact *Maya Mahajan* at *(415) 617-9776* or *slc-lep@berkeley.edu*.

Sincerely,

Cara Stanley
Executive Director, Student Learning Center

Attachment: Attachment A – Description of Duties Form

cc: Employee Personnel File

Attachment A Description of Duties Form

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|------------------|---------------|
| Term: | |
| Supervisor Name: | ASE Name: |
| Course #: | Course Title: |
| Location: | Day/Time: |

The job duties designated below are required of the Academic Student Employee. Please check the appropriate items and describe, as applicable.

- Attend lectures
- Present lecture(s)
- Instruction of section(s)/lab(s) per week
- Preparation
- Hold office hour(s) per week
- Supervisor/ASE(s) meeting hour(s) per week
- Read and evaluate papers per student
- Proctor examinations
- Perform individual and/or group tutoring
- Class/faculty visits
- Maintain/submit student records (e.g. grades)
- Perform other tasks as assigned:

Please list: Attend and prepare for weekly meetings, facilitate orientations, Language Pod facilitation and preparation, socials planning/coordination, work performance conference(s), data entry, and presentations as needed

An ASE with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter or 77 hours per semester. This standard shall apply proportionately to other percent appointments.

In addition, an ASE with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.

This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course.