Academic Student Employee (ASE) Appointment Notification Letter

August 1, 2022

Dear SLC ASE Appointee,

Congratulations! You are being offered an appointment in the Student Learning Center as a Individual and/or Group Tutor for Fall 2022. Please read this letter carefully and follow the instructions provided to accept the offer.

<table>
<thead>
<tr>
<th>Appointment</th>
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<tbody>
<tr>
<td>Appointment Title</td>
<td>Individual Tutor and Group Tutor</td>
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</tbody>
</table>
| Title Code | 2861 if you are an undergraduate  
2860 if you are a graduate  
2510 if you are a non-student |
| Dates of Appointment | August 24, 2022 to December 16, 2022  
You are expected to start work on August 24, 2022 or once your onboarding is complete, whichever is later.  
Your final service date is December 16, 2022. |

<table>
<thead>
<tr>
<th>Compensation</th>
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<tr>
<td>Percent Time (e.g. 25% = 10 hours/week)</td>
<td>0 to 19.5 hours per week</td>
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</table>
| Pay Step (if GSI or Al-GS) | N/A  
Information on Step Levels and Salary Scales is available on the Graduate Division website. |
| Monthly Compensation (if GSI or Al-GS) | N/A per month |
| Hourly Rate (if Reader or Tutor) | For individual tutoring, $17.03 per hour  
For group tutoring, $20.19 per hour |
## 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](http://grad.berkeley.edu/financial/appointments).

### Specific Duties

<table>
<thead>
<tr>
<th>Specific Duties</th>
<th>See Attachment A below.</th>
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<tbody>
<tr>
<td>Supervisor</td>
<td>See Attachment A below.</td>
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<tr>
<td>Course Assignment</td>
<td>See Attachment A below.</td>
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<tr>
<td>Time and Location</td>
<td>See Attachment A below.</td>
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<tr>
<td>Description of Duties</td>
<td>See Attachment A below.</td>
</tr>
<tr>
<td>Departmental Policy on Class, Section, and/or Lab Size, if it exists (if GSI)</td>
<td>See Attachment A below.</td>
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### 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](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.

**COVID Vaccination Program Policy**

For Registered UC Student Employees

As a condition of employment, you will be required to comply with the [University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy](https://ucmerced.edu/health-safety/vaccination-program/). All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. The applicable deadline for student employees is the deadline for students. For students starting or returning to campus after Fall 2021, the deadline is the first date of instruction for the term when they first enroll. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

For Non-Registered UC Student Employees

As a condition of employment, you will be required to comply with the [University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy](https://ucmerced.edu/health-safety/vaccination-program/). All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. Please refer to the Appendix F, Section II.C. of the policy for the deadlines applicable to new University of California employees. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.
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

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**Attachment A**

**Description of Duties Form**

<table>
<thead>
<tr>
<th>Term:</th>
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<tbody>
<tr>
<td>Supervisor Name:</td>
<td>ASE Name:</td>
</tr>
<tr>
<td>Course #:</td>
<td>Course Title:</td>
</tr>
<tr>
<td>Location:</td>
<td>Day/Time:</td>
</tr>
</tbody>
</table>

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 seminars, 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.