**Academic Student Employee (ASE) Appointment Notification Letter**

Template and Instructions for Departments

Last Updated: 4/11/2022

| **Instructions for Departments** | |
| --- | --- |
| **Description** | Hiring departments/units must provide written notice to individuals offered an ASE appointment. This appointment notification letter template should be used for appointments during the academic year because it includes required topics for the notice as specified under the contract between the University of California and UAW (see [Article 2](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html) of the UC-UAW Contract for reference).  Summer Sessions uses separate ASE Agreement Letter templates.  The most recent version of this document is available on the [P&C Employee and Labor Relations website](https://hr.berkeley.edu/labor/contracts/BX/appointment-letters). |
| **Process** | 1. **Review** all sections of this template 2. **Follow** instructions or enter information specific to the appointment highlighted in yellow. 3. **Delete** these instructions before delivery to the ASE.   You may transfer the content of the template onto your department’s letterhead.  **New Employee Onboarding**  Include the most updated DocuSign Packet Due Date for ASEs in the letter. See important dates for ASE appointments here: <https://regionalservices.berkeley.edu/sites/default/files/asegsr-hiring-tline-onboarding-dates.pdf>  **Description of Duties / Attachment A**   * Under the UC-UAW Contract, Attachment A must be provided to the ASE. Include Attachment A with the letter to the ASE even if Attachment A is not filled out. * The department has the option of either filling out Attachment A or providing a description of duties in a separate format or document. The required timing of when this information should be sent to the ASE differs by the appointment type.   + For Readers and Tutors:     - Description of duties must be included with the letter.   + For GSIs:     - Description of duties can either be included with the letter or delivered separately at least 30 days before the start of the appointment.     - If the position is available less than 30 days before the start of the term, send the information as soon as possible.     - If sending separately from the letter, the optional Supplemental Documentation template on the [P&C Employee and Labor Relations website](https://hr.berkeley.edu/labor/contracts/BX/appointment-letters) is available to use. |
| **Change Process** | If the terms of the appointment (e.g. start date, percent time, title code, pay step, etc.) change after the letter is delivered to the ASE, a revised letter must be given to the ASE. In the revised letter, note that the letter is a REVISION and include the update date of the letter. |
| **Timeline** | Establish standard timelines for departmental actions, such as requests for appointments and this letter, and when to inform relevant department staff.   Examples below:  Request Appointment Through Smartsheet: [*e.g.* *notify HR Generalist at least 2 weeks prior to appointment start date*]  ASE Response Due Date: [*e.g.* *2 business days after letter is delivered to ASE*] |
| **Delivery Method** | Appointment notification letters to ASEs and acceptance responses from ASEs can be sent by email or mail. |
| **Questions about the use of this template** | Contact Employee and Labor Relations at [addison\_elr@berkeley.edu](mailto:addison_elr@berkeley.edu) or (510) 643-6001. |

[Date]

Dear [Name of Appointee],

Congratulations! You are being offered an appointment in [Hiring Department/Unit Name] as a [Appointment Title and Step, if applicable] for [Fall or Spring Semester, and Year]. Please read this letter carefully and follow the instructions provided to accept the offer.

|  |  |
| --- | --- |
| **Appointment** | |
| Appointment Title | [Appointment Title] |
| Title Code | [Title Code] |
| Dates of Appointment | [Appointment Period, e.g. August 1, 202x to December 31, 202x]  You are expected to start work on [Work Start Date].  Your final service date is [Work End Date, or add specific terms, e.g. through grading of the final exams and completion of administrative duties]. |
| **Compensation** | |
| Percent Time  (e.g. 25% = 10 hours/week) | [Percent Time, or Range of Hours] |
| Pay Step  (if GSI or AI-GS) | [Step Level]  Information on [Step Levels and Salary Scales](https://grad.berkeley.edu/financial/appointments/handbook/#steplevels) is available on the Graduate Division website. |
| Monthly Compensation  (if GSI or AI-GS) | [Monthly Rate] per month |
| Hourly Rate  (if Reader or Tutor) | [Hourly Rate] per hour |

# Required Duties

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

[If Reader/Tutor, fill out Attachment A or the “Specific Duties” table below. Under the UC-UAW Contract, this information must be provided to the ASE.]

[If GSI, fill out Attachment A or the “Specific Duties” table below to include with the letter, or include this statement if sending the information on a later date:

“Supplemental documentation describing your specific duties will be provided to you before you begin your employment.”]

|  |  |
| --- | --- |
| **Specific Duties** | |
| Supervisor | [Name of Faculty Supervisor] |
| Course Assignment | [Course Name and Number] |
| Time and Location | [Time and Location of Course, if applicable] |
| Description of Duties | [List required duties. See duties listed in Attachment A as a guideline. Optional: provide estimated time for effective completion of each duty] |
| Departmental Policy on Class, Section, and/or Lab Size, if it exists (if GSI) | [Policy, if it exists. Otherwise, note N/A] |

# 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](https://regionalservices.berkeley.edu/brs-central-services/onboarding-newly-hired-berkeley-employees/starting-new-job-uc-berkeley).

* **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 [DocuSign Packet Due Date]. If you do not complete onboarding on time, your first payment and systems access may be delayed.

# COVID Vaccination Program Policy

[If GSI/Reader/Tutor is a registered UC student, use “For Registered UC Student Employees” paragraph. If Reader/Tutor is not a registered UC student, use “For Non-Registered UC Student Employees” paragraph.]

[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://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19). 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://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19). 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](https://hr.berkeley.edu/labor/contracts/BX/orientation-dates).
* 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](http://gsi.berkeley.edu/conf_wkshop/confs.html).
  + Complete the [GSI Professional Standards & Ethics Online Course](http://gsi.berkeley.edu/ethics/index.html). 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](http://gsi.berkeley.edu/faculty/300courses.html) 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](http://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](mailto:berkeley@uaw2865.org)

Website: [uaw2865.org](http://www.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](mailto: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](https://uhs.berkeley.edu/facstaff/wellness/breastfeeding-support). Please refer to [Article 20 of the UC-UAW Contract](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html) 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](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html) 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](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html). Eligibility, reimbursement amount, and reimbursement request information are available on the [Childcare Reimbursement Program website](https://hr.berkeley.edu/labor/contracts/BX/childcare-reimbursement-program).

# 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](https://grad.berkeley.edu/financial/fee-remissions/).

* UGSIs: Information about partial fee remissions for undergraduate GSIs is available [here](https://grad.berkeley.edu/financial/appointments/handbook/#ugsifeer).
* Late Start Appointment: A late start appointment may require a commensurate increase in appointment percentage determined through the [Late Appointment Percentage Calculator](https://grad.berkeley.edu/financial/appointments/handbook/#latestartapps) in order to generate the fee remission.

# Accepting the Offer

Please reply by [Response Due Date] 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 [Hiring Department/Unit Contact Person Name] at [Hiring Department/Unit Contact Number] or [Hiring Department/Unit Contact Email Address].

Sincerely,

[Department Chair]

Attachment: Attachment A – Description of Duties Form

[Additional department documents, if applicable]

cc: Employee Personnel File

[Faculty Supervisor and/or additional recipients, as appropriate]

**Attachment A**

**Description of Duties Form**

|  |  |
| --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.