



## Welcome to ASE Employment

As a new Academic Student Employee (ASE), there are a few things you will need to do to get started. The information below will help you through the process. Current ASE's will find this document a quick and useful guide to many resources. Follow the links below for details.

Use CTRL+Click to follow hyperlink

### ~ Essentials for Teaching Associates, Graduate Assistants, and Instructional Student Assistants ~

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### ~ Completing Employment Paperwork ~

Faculty Affairs will mail your appointment letter, description of duties; prior to your first day of work form and responsibility to report information to your on record mailing address.

Return your signed acceptance of the appointment offer to Faculty Affairs, Stevenson Hall 1041. For your convenience, a self-addressed return envelope will be enclosed with your appointment letter.

**Your pay cannot be processed, and you cannot sign up for benefits if you are eligible, until you have completed necessary paperwork, with Faculty Affairs and Employee Services, Human Resources.**

#### New Employee Paperwork Sign-up

You are required to sign new employee paperwork in the [Human Resources](#) office if one of the following applies:

- You are newly employed at Sonoma State University
- Your previous employment at this campus ended more than one year ago
- Previously held a Student Assistant position (Non-academic employment)

Please visit the [Human Resources](#) website for additional information including employment forms, information on orientation, and the required identification needed to complete your sign-up. **Your new employee paperwork is required no later than your first of day of work.** Please schedule an appointment with Human Resources to complete all required paperwork.

Human Resources, Salazar Hall, 2<sup>nd</sup> Floor

[hr@sonoma.edu](mailto:hr@sonoma.edu)

(707) 664-3100

California Relay Service for TTY assistance: (877) 735-2929

Please call or email Human Resources  
to schedule an appointment.

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### ~ Parking ~

Parking is affiliated with your student status. For information on parking services, including parking permit sales, citation payments, and citation appeals, please refer to the [Parking Services'](#) website. Phone calls for parking matters can be directed to x44321 (707-664-4321). Here is a [campus map](#).

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### ~ Payroll and Benefits ~

A [Payroll Calendar](#) is available on the [Payroll & Benefits](#) website.

### Teaching Associates

#### Basic Rule:

Teaching Associates working a full academic year and enrolled in benefits are paid in 12 installments. Fall semester is paid in five consecutive payments (September through January), with the sixth payment made the following August pay period. Spring semester is paid in six consecutive payments (February through July).

#### Variations:

*If you are appointed one or both semesters but are not benefit eligible:* the University may pay the final checks as a settlement check issued at or soon after the end of your appointment.

*If you are appointed with an effective date after the beginning of the semester or otherwise do not work the full semester at the time base at which you were originally appointed: your pay will be adjusted (reduced or increased) appropriately.*

*If your Spring appointment is at a different time base than your Fall appointment, and you are enrolled in benefits:* your July and August salary warrants will differ from those immediately preceding it, because it is based on your time base in the Fall semester.

#### Teaching Associates Benefits:

All Teaching Associates are eligible for certain benefit programs. Teaching Associates who are appointed half-time or more (6 units or more) for more than six months, are eligible for medical and other benefits and must enroll within the first 60 days of the appointment for health and dental coverage.

## **Graduate Assistants**

Monthly appointments begin on the appointment date and are prorated for the month. The check is issued at the end of the month and is available based on the academic pay calendar.

Graduate Assistants are eligible for enrollment in the Part-time Seasonal and Temporary Retirement Program (PST) administered by CalHR.

## **Instructional Student Assistants**

See the [calendar](#) for the specific voucher submission dates and pay dates for the ISA's. Typically, warrants are available on the 15<sup>th</sup> of the month following submission of the voucher.

Instruction Student Assistants are eligible for enrollment in the Part-time Seasonal and Temporary Retirement Program (PST) administered by CalHR.

## **Payroll Sign-Up and Benefit Orientation Schedule**

If you are eligible for benefits, you will receive an email from Payroll and Benefits with instructions to review an online training titled "Sonoma State University Policies and Programs Orientation." It provides an overview of the campus history, important policies and information regarding benefit programs available to you.

## **2019 Summary of Benefits and Coverage Notice**

Choosing your health plan is an important decision. To assist you with this process, each health plan available through the California Public Employees' Retirement System has produced a [Summary of Benefits and Coverage \(SBC\)](#). In addition, the federal government has compiled a glossary of common health insurance terms. Together, these documents provide important information to help you better understand your health benefit coverage and more easily compare health plan options.

To view the SBCs and glossary online, visit <https://www.calpers.ca.gov/> under the Plans and Rates section (subsection Health Plans), or visit any of the health plan websites indicated. To request a free paper copy of the SBC and glossary, please contact each health plan directly.

The [Payroll and Benefits website](#) has a wealth of information and resources to help you understand available plan options and the rules, guidelines, and deadlines governing the CSU Benefits Program. Please contact the [Payroll and Benefits](#) Office with questions regarding eligibility and enrollment.

## **CSU Optional Benefits Programs**

The California State University (CSU) offers several Voluntary Benefits Programs which include: Accidental Death and Dismemberment (AD&D) and Voluntary Long Term Disability (LTD) offered by The Standard, Auto and Home Insurance offered by California Casualty, Group Critical Illness offered by Aflac (underwritten by Continental American Life Insurance Company), and MetLaw® Legal Plan offered by Hyatt Legal Plans, Inc. (a MetLife® company). Additional programs and details are available here - [Optional Programs](#).

## **California Public Employee Retirement System (CalPERS)**

In the event you become PERS eligible, information is available at [CalPERS](#).

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**Teaching Associates**

Your assignment and duration of employment was included on the reverse of the appointment letter you have received. The following is an example of how to understand your contract.

**Example: Teaching Associate teaching 4 units in Semester Appointment**

<b>Appt Level:</b>	Teaching Associate AY	<b>Contract Type:</b>	Semester Appointment		
<b>Start Date:</b>	January 26, 2011	<b>End Date:</b>	June 02, 2011	<b>Multi-Yr End Dt:</b>	
<b>Unit:</b>	4.00000	<b>Fraction:</b>	4/15	<b>Entitlement:</b>	
<b>① Monthly Salary:</b>	\$612.27	<b>② Base Pay:</b>	\$2,296.00	<b>③ Term Salary:</b>	\$3,673.62

**Key:**

- ①** Monthly Salary = unit fraction of Base Pay [ $\$2296 \times 4/15 = \$612.27$ ]
- ②** Base Pay = Full Time Equivalent of 15 units
- ③** Term Salary = Monthly Salary x 6 pay periods in Semester Appointment

**Graduate Assistants**

I am pleased to offer you employment as a graduate assistant in the (Department Name) Department for the period of 00/00/0000, through 00/00/0000. Your appointment for this assignment will be at a time base of (# of hours) hours per week, with a monthly salary rate of \$XXX.00, based upon a full-time monthly rate of \$XXX.00. Your salary will be paid monthly. Your appointment automatically expires at the end of the period stated (no other notice is provided) and does not establish an obligation for a subsequent appointment. If you have any questions regarding this information, please speak with your department chair, school dean or department director. Enclosed is a 'Description of Duties' form which is required to be completed by you and your faculty supervisor, no later than the first day of work. (continued)

**Instructional Student Assistants**

I am pleased to offer you employment as an Instructional Student Assistant (ISA) in the (Department Name). Your appointment will be active during the (Year) academic year. Your actual work assignment during this period will be contingent upon your departmental need as confirmed by your supervisor and may not exceed 20 hours per week. If you are appointed to more than one ISA position, your total hours for all positions may not exceed 20 hours per week. Your hourly salary rate is \$(Comp Rate) and will be paid monthly. Your appointment automatically expires at the end of the period stated and does not establish an obligation for a subsequent appointment. If you have questions regarding this appointment, please speak with your department chair, school dean or department director. Enclosed is a "Description of Duties" form which is required to be completed by you and your supervisor, no later than the first day of work. This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. (continued)

## ~ Policies and Procedures ~

- As an ASE you are covered under Unit 11 [Collective Bargaining Agreement](#) between the California State University (CSU) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).
- Responsibility to Report: As a faculty member, you have the responsibility and are required to report any incident that may constitute unlawful discrimination, sexual harassment or sexual assault. You cannot keep any information of this nature confidential if it relates to a member of our campus community. You must report any information of this nature immediately to either Jeff Banks, Associate Vice President for Administration and Finance, Human Resources, (664-4265); or Dr. Deborah A. Roberts, Associate Vice President for Faculty Affairs, (664-3236). This is done in order to provide a consistent, compassionate campus-wide mechanism for victim assistance. You should not take any action on your own based on the information you receive. You cannot refuse to provide the information related to non-discrimination/sexual harassment/sexual assault if you are asked about it. If there is a concern for the individual's safety, you should immediately report it to our campus police.
- There is a wealth of information on the [Faculty Affairs](#) website.
  - [Employment Opportunities](#)
  - [Graduate Assistants \(GA\)](#)
  - [Teaching Associates \(TA\)](#)
  - [Instructional Student Assistants \(ISA\)](#)
  - [Academic Student Employees - Union Information](#)
- Policies are also indexed on the [University Policies](#) website. Some examples of policies listed include:
  - [Cheating and Plagiarism](#)
  - [Credit/No Credit Grading](#)
  - [Final Examinations](#)
  - [Grade Appeal Policy](#)
  - [Off-Campus Events \(such as field trips, performances, etc.\)](#)
  - [Non-Discrimination](#)
  - [Shared Responsibilities and Mid-Semester Evaluation](#)
  - [Student Grievance Procedures](#)

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## ~ Office Hours and Other Responsibilities ~

We recommend that you speak with your department chair concerning your department's expectations for office hours and other responsibilities of Teaching Associates outside of classroom hours.

The University has implemented an online process for the submission of grades for classes. Teaching associates who have not yet completed the necessary training will be expected to complete it during the course of the semester, unless they receive exemption from the dean of the school in which they teach due to special circumstances. Every employee is required to complete [Confidentiality Training](#).

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## ~ Absences from Work ~

### Attendance Reporting

Time off work must be taken in accordance with the CBA. To record your absences, please work with your department to complete the Absence and Additional Time Worked Report. The signed form is due in the Payroll and Benefits Office on the last day of the pay period in which the absence occurred. For additional information, please contact the Payroll and Benefits Office at (707) 664-2793.

Parameters regarding leaves are outlined in [Article 14, 20 and 25](#).

Additional resources are available on the Faculty Affairs Website.

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## ~ Employment Conditions ~

All ASE's must remain academically eligible as a condition of employment. In the event you become academically ineligible, you may be removed without pay from the appointment.

Tax law prohibits an individual from being employed concurrently as a student employee and a non- student employee. Thus, an individual may not be employed as a clerical employee, lecturer, or other assignment and as a student employee. Additionally, ASE are not eligible for Additional Employment.

An individual employed as a student employee may be concurrently employed in more than one appointment as a student employee.

A one-semester appointment or the first semester of a multi-semester appointment may not be conditioned on budget or enrollment.

Subsequent semesters in a multi-semester appointment shall be conditioned on budget and enrollment.

Academic student employees may work up to 20 hours per week in their position. If an individual is concurrently appointed in more than one student job; they are limited to working a total of 20 hours per week during the semester and 40 hours per week between semesters in *all the jobs combined*.

This should require careful coordination by the hiring department when hiring a student who has one or more jobs in place; in various departments.

### Conditions Applicable to Teaching Associates

Teaching Associates are classified graduates in a Sonoma State University graduate program.

Teaching Associates are not considered University faculty, but work under the guidance of a member of the faculty. Their work assignments are within the graduate program of which they are enrolled.

Teaching Associates are exempt employees. The bargaining agreement provides that Teaching Associates are to be assigned reasonable workloads, defined as "...the number of hours the University could reasonably expect a Teaching Associate...to take to satisfactorily complete the work assigned."

### Conditions Applicable to Graduate Assistants

Graduate Assistants must be enrolled in a Sonoma State University graduate program. Graduate Assistants are non-exempt employees.

### Conditions Applicable to Instructional Student Assistants

Instructional Student Assistants are non-exempt employees.

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## ~ Collective Bargaining Agreement ~

Student employees performing certain types of academically-related work are classified in pay titles that are part of a [Collective Bargaining Agreement](#), Unit 11. Academic Student Employees are represented by the California Alliance of Academic Student Employees/International Union, United Automobile, Aerospace and Agricultural Implement Workers of America ([UAW 4123](#)).

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## ~ Evaluations ~

Article 8 of the Collective Bargaining Agreement:

“Employment Evaluation” is a faculty member’s or supervisor’s written assessment of a bargaining unit employees’ employment performance.

SETE (Student Evaluation of Teaching Effectiveness) - Teaching Associates only:

The SETE copy will automatically be entered into your Personnel Action File (PAF), which can be accessed in the Faculty Affairs Office, Stevenson Hall 1041.

Copies of electronic SETEs may be requested from the [Office of Reporting and Analytics](#).

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## ~ Disability Resources ~

### Faculty and Staff with Disabilities

Sonoma State University supports our employees with disabilities through the [Disabled Employee Program](#), which engages in an interactive process to provide reasonable accommodations to qualified disabled employees and applicants. If you are interested in obtaining services or information, please call (707) 664-2664. More information on the program can be found on the [Payroll and Benefits](#) website.

### Students with Disabilities

The Disability Services for Students program can provide very helpful information regarding provision of accommodation services for students with disabilities who are taking your classes. **Students must register with the program before they are given accommodations**, so you will want to get the latest information on this process. A statement in your syllabus urging students to see you by the end of the second week of the semester if they think they may require accommodations can be very helpful. You can visit the office in Salazar Hall 1049, call at 664-2677, or refer to the [Disability Services for Students website](#).

### Responsibility for Student Disability Issues

Students who are authorized for accommodations will present to their instructors an authorization form, which outlines the appropriate and recommended accommodation for each class. The form comes from the Disability Services for Students (DSS) Office (664-2677). Students who request accommodations from an instructor without an authorization form should be directed to the DSS office for consultation.

Due to the sensitive nature of an individual’s disability status, all information disclosed to an instructor by a student with a disability **MUST REMAIN CONFIDENTIAL**. Instructors are asked to discuss issues with a student who has a disability in a discreet manner to avoid inadvertent disclosure to others in the classroom. Faculty must work with any equipment approved by DSS. Any equipment provided by DSS will have DSS stamped on it.

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## ~ Resources for Students ~

Students may need assistance from various services. The University offers students many resources. See the websites below for details.

- [Advising Center](#)
- [Career Services](#)
- [Student Health Center](#)
- [Testing Services](#)
- [Counseling and Psychological Services](#)
- [Educational Opportunity Program](#)
- [Writing Center](#)

If you think one of your students would benefit from these services, you may refer the student there; you may also call these services if you would like some assistance with making a successful referral or in working with the student in class.

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## ~ University Calendars ~

If you are on a semester or academic year appointment, you will note that the dates of your appointment differ from the dates of instruction shown on the [Academic Calendar](#).

These additional days are provided in the schedule for such activities as preparatory meetings with your department chair or colleagues, grading of papers and finals, calculating and submitting semester grades, meeting with students requesting incomplete grades or other exceptions, and other activities; you are therefore expected to remain available for the duration of your appointment. The Academic Calendar lists semester schedules, commencement, holidays, and enrollment deadlines, to help you for planning purposes. Additional calendars are available at [University Calendars](#).

A [Payroll Calendar](#) is available on the [Payroll & Benefits](#) website.

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## ~ Unemployment Insurance ~

Employees may apply for unemployment insurance upon completion of their appointment. The Employment Development Department or Appeals Board will determine eligibility, based on information provided by both you and the University. The University will oppose any claim for unemployment benefits by a student after the first day of the appointment or before the last day of the appointment, as defined in your offer letter.

*Note: This summary is subject to change. If the provisions of the Collective Bargaining Agreement (CBA) for the bargaining unit in which the employee is placed differ from those stated or implied above, the provisions of the CBA shall supersede the above.*

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