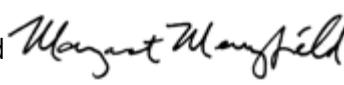


Date: May 17, 2011

Code: TECHNICAL LETTER
HR/Salary 2011-08
HR/PCOS 2011-01

To: Human Resources Officers
Associate Vice Presidents/Deans of Faculty

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Margaret Merryfield 
Senior Director
Academic Human Resources

Subject: New Teaching Associate (TA) Summer Term Classification Code (Unit 11)

Overview

Audience: Human Resources Officers, AVPs/Deans of Faculty, Classification/Compensation Managers, campus management responsible for academic student employment and HR professionals responsible for hiring and classifying employees

Action Item: Information Only

Affected Employee Group(s)/Unit(s): Employees in Teaching Associate classifications

Summary

This Technical Letter establishes a new Teaching Associate (TA) classification code, effective May 1, 2011, for TAs who are appointed to one or more summer sessions. A matriculated graduate student may be appointed to summer term employment as a Teaching Associate, separate from an academic year appointment, regardless of whether or not the graduate student is enrolled for the summer term. The classification standard has been revised to include this new classification code. Those in the audience listed above should review the remainder of this technical letter for more detailed information.

The procedures described here are pursuant to Article 21 of the Collective Bargaining Agreement between the California State University and the United Auto Workers (Unit 11), effective November 9, 2010, to September 30, 2013. A new classification code has been established for Teaching Associates (TAs) who are appointed to one or more summer sessions. The new classification code is effective May 1, 2011. Employees in state supported summer session appointments should be classified in the new Teaching Associate Summer Term classification beginning with summer 2011. This letter will address summer employment for Teaching Associates.

General Provisions of Appointment to Summer Term Pursuant to Agreement

A matriculated graduate student may be appointed to summer term employment as a Teaching Associate separate from an academic year appointment, regardless of whether or not the graduate student is enrolled for the summer term.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs

Vice Presidents, Administration
Budget Officers
HR Professionals

❖ **New Teaching Associate Classification Code and Pay Ranges**

Teaching Associate – Summer Term (class code 2324)

Range 1: \$1,856 to \$7,561 per month

Range 2: \$2,196 to \$9,533 per month

Range 1 is the salary range for CSU graduate students who are currently enrolled in or admitted to master's degree programs. Range 2 represents the salary range for CSU graduate students who are currently enrolled in or admitted to doctoral programs, or hold a doctorate.

❖ **Calculation of Summer Term Salary**

All of Article 18, Salary (Unit 11), shall apply. Except on campuses with quarter system year-round operations (QSYRO), the basis for the appointment shall be the number of Weighted Teaching Units (WTU) assigned. The University will rely on existing practices in determining the number of WTU to be credited.

➤ **Salary during State-Supported Summer Session at all Semester Campuses, including Stanislaus:**

On campuses operating on the semester calendar, including CSU Stanislaus, compensation for individuals who held appointments as Teaching Associates during the immediately preceding academic year will be based on the salary during the immediately preceding academic year using the following formula:

$$\text{Salary per WTU} = (\text{annual full-time equivalent salary}) / 30.$$

➤ **Salary during State-Supported Summer Session at CSU Bakersfield and CSU San Bernardino:**

On campuses operating on a quarter calendar (other than QSYRO campuses), compensation for individuals who held appointments as Teaching Associates during the immediately preceding academic year will be based on the salary during the immediately preceding academic year using the following formula:

$$\text{Salary per WTU} = (\text{annual full-time equivalent salary}) / 45.$$

➤ **Salary during State-Supported Summer Session at Quarter System Year-Round Operation (QSYRO) Campuses:**

On campuses with quarter system year-round operations (QYSRO campuses), for individuals who held appointments as Teaching Associates during the academic year, the summer quarter payment will be equal to one-third of the prior academic year salary for the equivalent time base.

➤ *Teaching Associates Who Work Only in the Summer Term.* A matriculated CSU graduate student who did not have an appointment as a Teaching Associate in the prior academic year may be appointed at any salary within classification code 2324.

➤ *Class cancellation.* If a class is cancelled due to low enrollment or for budgetary reasons, the Teaching Associate shall be paid on a pro-rata basis for each class taught prior to cancellation.

❖ **Establishment of Time Base for Summer Appointment**

For a six (6) week summer session on a semester campus, an assignment of six (6) WTU is equal to a full-time appointment (time base of 1.0). This equation applies proportionately to summer sessions of different lengths. In other words, a full-time assignment for a summer term Teaching Associate on a semester campus is considered to be an appointment of one (1) WTU per week over the summer session. For example, if a summer session was five weeks in length, a 5 WTU assignment would be considered full time.

At a quarter campus (Bakersfield and San Bernardino), an appointment of 15 WTU over a ten-week session is equal to a full-time appointment. This equation applies proportionately to summer sessions of different lengths at quarter campuses. In other words, a full-time assignment for a summer Teaching Associate on a quarter campus would be equivalent to 1.5 WTU per week for the session.

❖ **Calculation of Summer Pay Rate**

Payments will be made monthly until the conclusion of the summer session in which the work occurred. In order to establish the appropriate monthly rate, the following steps should be followed.

- (1) Determine total to be paid for the teaching assignment, based on the academic year salary
Semester total pay = (Academic year monthly base salary) x (6 monthly payments) x (WTU) / (15)
Quarter total pay = (Academic year monthly base salary) x (4 monthly payments) x (WTU) / (15)
- (2) Determine appropriate time base for assignment.
Semester time base = (Assigned WTU) / (Number of weeks in the summer session)
Quarter time base = (Assigned WTU) / (1.5 x Number of weeks in the summer session)
- (3) Determine daily rate (note: TAs receive paid holidays so 4th of July counts)
Daily rate = (Total pay) / (Number of work days in the summer session)
- (4) Multiply daily rate by 21¹ (minimum # of days in a state pay period)
- (5) Divide by time base to get summer monthly base salary
- (6) Determine settlement due at the conclusion of the summer session, which is the difference between total pay (#1 above) and what the individual was actually paid

❖ **Example**

TA has AY base rate of \$3,000 per month and has been appointed to teach 3 WTU in a six week summer session (semester campus)

- (1) Target total salary = \$3000 x 6 x 3/15 = \$3,600
- (2) Summer time base = 3/6 = 0.5
- (3) Daily rate = \$3,600/30 days (6 weeks x 5 days/week) = \$120
- (4) Summer monthly rate = 21 x \$120 = \$2,520
- (5) Summer monthly base salary = \$2,520/0.5 = \$5,040
- (6) Settlement pay = \$3,600 – what they were actually paid

❖ **Additional Provisions**

- Individuals appointed to Teaching Associate Summer Term appointments are ineligible for health, dental, vision, and life insurance benefits. (Please note: TAs enrolled in benefits via their regular academic year (AY) appointment will continue to receive those benefits as long as the AY appointment continues through the summer.) For terms and conditions regarding other benefits, including leaves, see the Collective Bargaining Agreement (CBA).
- Pursuant to Article 20 of the CBA, employees can use accrued sick leave (earned in a prior eligible appointment) while working in a Summer Term TA appointment, however, they are not eligible to accrue sick leave.

¹ Twenty-two (22) days may be used if the session is within one 22 day pay period or if the session spans two or more pay periods and **all** pay periods contain 22 days. Otherwise 21 days must be used to avoid over payments.

- Those holidays in Article 12, Holidays, that fall during summer session shall be observed on the day and in the manner specified.
- Individuals may have concurrent appointments in another student classification as long as the total time base, when appointments are combined, does not exceed 1.0.
- Pursuant to Article 21 of the CBA, workload provisions apply.

❖ **Processing Instructions**

The following processing instructions are provided in Attachment A:

⇒ I. Coding Instructions to Class Code 2324

Please direct questions regarding this technical letter as follows:

PIMS processing instruction

CMS Baseline processing instructions

Collective bargaining aspects

All other questions

CSU Audits representative at the SCO

CMS liaison for systemwide HR at (562) 951-4418

Labor Relations at (562) 951-4400

Academic Human Resources at (562) 951-4503

Classification and qualification standards can be viewed and printed at Human Resources Classification Standards Web site: <http://www.calstate.edu/HRAdm/Classification/index.shtml>

This document is available on Human Resources Management's Web site at: <https://www.calstate.edu/HRAdm/memos.shtml>

EN/MM/dm

Attachments

PROCESSING INSTRUCTIONS Teaching Associate Summer Term Employment

I. Coding Instructions for Class Code 2324

PAY SCALES IMPACT:	
Change Summary:	Add new class
Class Code(s):	2324
CBID:	R11
Pay Scales Effective Date:	05/01/11
Date in Production:	05/17/11
Pay Letter:	2011-03
PIMS EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	N/A
Effective Date:	Summer term
PIMS Transaction:	A52 appointment, S31 separation
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	N/A
Pay Amount:	Varies by employee
Pay Form:	Base Pay
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Temporary Appointees:	N/A
Additional Information:	If employee is already a CalPERS member, PIMS Item 505 = "08", up to full time, otherwise "TM" (DPA-PST retirement program). "NM" if additional or concurrent position in excess of 1.0 FTE.
SCO personnel Letter:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	Action Reason(s): Appointment (A52): <ul style="list-style-type: none"> • HIR/APT • HIR/CON • HIR/PRI • Effective Date: Summer Term • Retirement Code: 08, NM or TM as noted above • Employee Class: Temp Separation: (S31) <ul style="list-style-type: none"> • Action Reason(s): TER/END • Effective Date: End of appointment
Temporary Faculty:	Same as above
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

Classification and Qualification STANDARDS

Teaching Associate

Classification Title	Class Codes	Date Established
Teaching Associate, Academic Year	2354	06-01-1991
Teaching Associate, 12-Month	2353	06-01-1991
Teaching Associate, Summer Term	2324	05-01-2011

OVERVIEW:

The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled.

Range A represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to master's degree programs and (2) usually teach credit-bearing courses. Range B represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to doctoral degree programs, or hold a doctorate, and (2) usually teach credit-bearing courses.

DISTINGUISHING FEATURES:

The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the Teaching Associate under the direct supervision of an appropriate faculty member.

TYPICAL ACTIVITIES:

(Note: Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties which require the skills, knowledge, experience and education of this classification standard.)

Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower and/or upper division level.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students.

Education:

- ◆ Range A: Equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
- ◆ Range B: Equivalent to or completion of the requirements for a master's or doctorate degree and concurrent admission to or enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.

Experience:

Evidence of satisfactory achievement in previous academic work.