


Date: May 29, 2014

Code: TECHNICAL LETTER
HR/Salary 2014-12
HR/PCOS 2014-03

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

From: Evelyn Nazario 
Associate Vice Chancellor
Human Resources Management & CO HR Services

Margaret Merryfield 
Senior Director
Academic Human Resources

Subject: New Teaching Associate, Extended Education - For Credit 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 June 1, 2014, for TAs who are appointed to for-credit Extended Education programs, including Special Sessions, as defined in Executive Order 1047 or its successor(s). 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 5, 2013, to September 30, 2016. A new classification code has been established for Teaching Associates (TAs) who are appointed to for-credit Extended Education programs, including Special Sessions as defined in Executive Order 1047 or its successor(s). A matriculated graduate student may be appointed to for-credit Extended Education program employment as a Teaching Associate, separate from an academic year appointment, regardless of whether or not the graduate student is enrolled in the for-credit Extended Education program. The classification standard has been revised to include this new classification code.

Teaching Associates in for-credit Extended Education appointments that begin on or after June 1, 2014 should be appointed in the new Teaching Associate, Extended Education – For Credit classification code (2309). Teaching Associates appointed in summer sessions operated through Extended Education will continue to be appointed in the Teaching Associate, Summer Term classification code (2324). The new classification code is effective June 1, 2014.

Distribution:

CSU East Bay President
Cal Maritime Academy President
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs

Vice Presidents, Administration
Budget Officers
HR Professionals

General Provisions of Appointment to For-Credit Extended Education Programs Pursuant to Agreement

A matriculated graduate student may be appointed to a for-credit Extended Education program as a Teaching Associate separate from an academic year appointment, regardless of whether or not the graduate student is enrolled in the for-credit Extended Education program.

❖ New Teaching Associate Classification Code and Pay Ranges

Teaching Associate, Extended Education – For Credit (class code 2309)

Range 1: \$1,949 to \$7,939 per month

Range 2: \$2,306 to \$10,010 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 For-Credit Extended Education Program Salary

All of Article 18, Salary (Unit 11), shall apply. 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 For-Credit Extended Ed Programs at all Semester Campuses:

On campuses operating on the semester calendar, compensation for individuals who held appointments as Teaching Associates during the current or immediately preceding academic year will be based on the salary during the most recent academic term worked using the following formula:

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

➤ Salary during For-Credit Extended Ed Programs at all quarter campuses:

On campuses operating on a quarter calendar, compensation for individuals who held appointments as Teaching Associates during the current or immediately preceding academic year will be based on the salary during the most recent academic term worked using the following formula:

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

➤ Teaching Associates Who Work Only in For-Credit Extended Ed Programs. A matriculated CSU graduate student who did not have an appointment as a Teaching Associate in the current or prior academic year may be appointed at any salary rate within the appropriate range(s) established for classification code 2309.

➤ 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 For-Credit Extended Education Program Appointment

A full-time assignment for a for-credit extended education program Teaching Associate on a semester campus is considered to be an appointment of one (1) WTU per week over the program session. For example, if a for-credit extended education program session was five weeks in length, a 5 WTU assignment would be considered full time.

A full-time assignment for a for-credit extended education program session Teaching Associate on a quarter campus would be equivalent to 1.5 WTU per week for the session. For example, if a for-credit extended education program was five weeks in length, an assignment of 7.5 WTU would be considered full time.

❖ **Calculation of For-Credit Extended Education Program Pay Rate**

Payments will be made monthly until the conclusion of the program 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 total pay = (Assigned WTU) / (Number of weeks in the program session)
Quarter total pay = (Assigned WTU) / (1.5 x Number of weeks in the program session)
- 3) Determine daily rate (note: treat holidays falling within the session as work days)
Daily rate = (Total pay) / (Number of work days in the program session)
- 4) Multiply daily rate by 21¹ (minimum # of days in a state pay period)
- 5) Divide by time base to get the program session monthly base salary
- 6) Determine settlement due at the conclusion of the program 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 for-credit extended education program session (semester campus)

- 1) Target total salary = \$3,000 x 6 x 3/15 = \$3,600
- 2) Program session time base = 3/6 = 0.5
- 3) Daily rate = \$3,600/30 days (6 weeks x 5 days/week) = \$120
- 4) Program monthly rate = 21 x \$120 = \$2,520
- 5) Program 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, Extended Education – For Credit program 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 for-credit Extended Education program TA appointment; however, they are not eligible to accrue sick leave.
- Those holidays in Article 12, Holidays, that fall during the for-credit Extended Education program session shall be observed on the day and in the manner specified.
- Individuals may have concurrent appointments in another Teaching Associate classification provided the total time base for all Teaching Associate appointments is less than full time while the individual is enrolled in classes, and does not exceed full time during academic break periods.

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.

- Individuals appointed in Teaching Associate classifications may be appointed in other student classifications provided the combined appointment does not exceed half time (20 hours per week) while the individual is enrolled in classes, or full time during academic break periods.

❖ **Processing Instructions**

The following processing instructions are provided in Attachment A:

I. Coding Instructions to Class Code 2309

Please direct questions regarding this technical letter as follows:

- PIMS processing instructions CSU Audits representative at the SCO
- CMS Baseline processing instructions CMS liaison for Systemwide HR at (562)951-4418
- Collective bargaining aspects Labor Relations at (562)951-4400
- All other questions Human Resources Management at (562)951-4411

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

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

EN/dm

Attachment

PROCESSING INSTRUCTIONS
Teaching Associate For-Credit Extended Education Program Employment

I. Coding Instructions for Class Code 2309

PIMS EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s)	N/A
Effective Date:	June 1, 2014
PIMS Transaction:	A52 appointment, S31 separation
Retirement Account Code (Item 505):	If employee is already a CalPERS member, PIMS Item 505 = "XX" (appropriate retirement plan code), up to full time, otherwise "TM" (DPA-PST retirement program). "NM" if additional or concurrent position in excess of 1.0 FTE.
EH Remarks (Item 215):	N/A
Pay Amount:	Varies by employee
Pay Form:	Base Pay
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	N/A
Additional Information:	This classification should be used for teaching associate appointments to for-credit extended education programs, including special sessions as defined in executive order 1047 or its successor(s).
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: For-Credit Extended Ed Program session • Retirement Code: NM or TM as noted above • Employee Class: Temp • Separation: (S31) • Action Reason(s):TER/END • Effective Date: End of appointment
Temporary Faculty:	Same as above
Benefits:	N/A
Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	This new job code (2309) will mirror rules for job code 2324