

**Date:** May 10, 2012

**Code:** TECHNICAL LETTER  
HR/Salary 2012-05

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

**Reference:** HR/Salary 2011-08  
HR/PCOS 2011-01

**From:** Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Margaret Merryfield   
Senior Director  
Academic Human Resources

**Subject:** 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:** Process appointments for Teaching Associates in summer terms

**Affected Employee Group(s)/Unit(s):** Employees in Teaching Associate classifications (Unit 11)

**Summary**

This Technical Letter addresses employees appointed in the Summer Term Teaching Associate (TA) classification who are appointed to one or more summer sessions. This letter clarifies that the summer term classification must be used for all summer term Teaching Associate appointments, whether the summer term is operated as a state supported term or through Extended Education. 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. Pursuant to HR/Salary 2011-08, a classification code was established beginning with summer 2011 for Teaching Associates (TAs) appointed to one or more summer sessions. This classification should be used for all summer term Teaching Associate appointments, including appointments in Early Start, whether the summer term is operated through state support or through Extended Education.

**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 in classes during the summer term.

---

**Distribution:**

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

Vice Presidents, Administration  
Budget Officers  
HR Professionals

❖ **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 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 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 Summer Session at Quarter System Year-Round Operation (QSYRO) Campuses:**

On campuses with quarter system year-round operations (QSYRO 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 rate within the appropriate range(s) established for 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 4<sup>th</sup> of July counts)  
Daily rate = (Total pay) / (Number of work days in the summer session)
- (4) Multiply daily rate by 21<sup>1</sup> (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 =  $\$3000 \times 6 \times 3/15 = \$3,600$
- (2) Summer time base =  $3/6 = 0.5$
- (3) Daily rate =  $\$3,600/30 \text{ days (6 weeks} \times 5 \text{ days/week)} = \$120$
- (4) Summer monthly rate =  $21 \times \$120 = \$2,520$
- (5) Summer monthly base salary =  $\$2,520/0.5 = \$5,040$
- (6) Settlement pay =  $\$3,600 - \text{what they were actually paid}$

❖ **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.

---

<sup>1</sup> 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	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	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

<b>PROCESSING INSTRUCTIONS</b> Teaching Associate Summer Term Employment
---

**I. Coding Instructions for Class Code 2324**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	n/a
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	
<b>PIMS EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
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):	"ExtendedEd" if appointment is through Extended Education
Pay Amount:	Varies by employee
Pay Form:	Base Pay
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Temporary Appointees:	
Additional Information:	This classification should be used for teaching associate appointments to a summer term, whether the term is state-supported or operated through Extended Education. 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
<b>CMS PROCESSING INFORMATION:</b>	
Workforce Administration:	Action Reason(s): Appointment (A52): <ul style="list-style-type: none"> <li>• HIR/APT</li> <li>• HIR/CON</li> <li>• HIR/PRI</li> <li>• Effective Date: Summer Term</li> <li>• Retirement Code: 08, NM or TM as noted above</li> <li>• Employee Class: Temp</li> </ul> Separation: (S31) <ul style="list-style-type: none"> <li>• Action Reason(s): TER/END</li> <li>• Effective Date: End of appointment</li> </ul>
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