

UNIT 11
INSTRUCTIONAL STUDENT ASSISTANT (ISA) - GRADUATE ASSISTANT (GA) - TEACHING ASSOCIATE (TA)
APPOINTMENT INFORMATION

General Appointment Information

All prospective employees are required to present documents that demonstrate identity and employment authorization (such as an original Social Security card and state issued photo ID). International students are also required to present a valid current passport, I-94 and I-20 (or IAP-66) to the Office of Payroll Services prior to beginning employment. A list of acceptable documents is available in the Payroll Services Office, Brotman Hall - Room 353, Telephone number: (562) 985-4164. This documentation must be completed on or before the first day of work at the University.

International students on an F-1 Visa are required by the US Citizenship and Immigration Services to maintain a minimum of 12 units per semester for undergraduates and 9 units for graduates. Students on a J-1 Visa are required to maintain 9 units per semester. For more information regarding this requirement, please contact the Center for International Education (CIE) Office at (562) 985-4106.

As a condition of initial employment, U.S. citizens must subscribe to the State Loyalty Oath (Oath of Allegiance) to be administered at the time of employment.

Since ISA, GA, and TA positions (Unit 11) are covered by the CSU-UAW Collective Bargaining Agreement, you will be charged union dues/fees as required under the CSU collective bargaining process. Information regarding the CSU-UAW collective bargaining agreement which governs ISA/GA/TA positions and UAW Local 4123 is available online at the following websites:

Contract: <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>
 UAW: <http://uaw4123.org/home/home.php>

As a condition of employment, the employee must be matriculated during the appointment period and remain academically eligible. In addition, all academic student employees' maximum allowable hours may not exceed 20 hours per week during any academic semester or 40 hours per week during semester breaks. Appointments automatically expire at the end of the term stated and do not establish consideration for subsequent appointment. No other notice shall be provided. It should therefore be understood that this appointment does not confer security of employment.

Instructional Student Assistant
An ISA performs academic related duties (51% or more) that involve grading, tutoring, or instruction of university students that are distinguished from the Student Assistant classification.
ISA Pay Cycle:
ISAs receive monthly paychecks during the semester of employment. A Time Voucher must be completed by the last day of each month. Payment is issued on the 15th of the following month.

Graduate Assistants		
Upon the completion of two semesters of employment, a GA is eligible for consideration for a salary adjustment provided he/she is not at the maximum salary. Salary adjustments are made by the college dean.		
Payment is pro-rated based on the days worked in the month.		
GA Pay Cycle:		
Appointment is for:	Fall	Spring
Payment at the <u>start</u> of:	Sep Oct Nov Dec Jan	Feb Mar Apr May Jun

Teaching Associates			
It is YOUR responsibility to personally contact the Benefits Office at (562) 985-2381 to determine whether you are eligible for State-sponsored benefits and complete the appropriate insurance enrollment forms at the Payroll Services Office WITHIN SIXTY (60) DAYS OF THE EFFECTIVE DATE OF YOUR APPOINTMENT. Employees who wish to re-establish benefits eligibility following a lapse in coverage should contact the Benefits Office immediately. Continuing employees who are currently enrolled in benefits may be allowed continued coverage and should contact the Benefits Office for details.			
TA Pay Cycle:			
Appointment is for:	Fall	Spring	AY
Payment at the <u>start</u> of:	Oct Nov Dec Jan Feb Mar	Mar Apr May June July Aug	Oct Nov Dec Jan Feb Mar Apr May June July Aug Sept (Fall)

Any commitments made to you by any member of the faculty or the administration beyond the terms stated in this letter of appointment and the statements above are null and void.