

## RA/TA/Trainee Union Rules

<b>Who is Covered: Academic Services Employees (ASEs) new name</b>	<b>RA's, TA's &amp; SA's (Staff Assistants/Staff Associates)</b>
	<b>Graduate &amp; Undergraduate Reader's, Tutors, Graders &amp; Hourly Employees if they work more than 110 hours/year in any covered ASE classification.</b>
	<b>Any covered ASE classification paid through the UW as a staff assignment or sub contract.</b> That would be any RAs that work at another institution that are being paid on the UW payroll and the other institution reimburses the UW. This is necessary for non-resident students in order to obtain a waiver of the non-resident portion of their tuition.
	<b>Trainees:</b> Since there is no employer/employee relationship; and service, if it is provided at all, is incidental to the work toward their degree it is anticipated that they will be exempted from the union. <b>Need to be clear that any service provided is part of their training.</b>
<b>Position Requirements</b>	<b>9 months or longer unless funding not available. It is recommended to appoint 9/16/04 – 6/15/05 for the school year. If funding is in question, only hire quarter by quarter as you will be liable to finding another position or paying the student from other funds. (See lay off section)</b>
	<b>Should be 20 hours/wk unless funding not available.</b> RA/TA appointments may be 10hrs/week depending on workload or if student already supported by 10 hour/week position that provides insurance and tuition.
<b>Offer Letters (required)</b>	<b>Both initial and reappointment offers.</b>
	<b>Due April 1 for incoming students unless funding not available in time (have until April 15 to reply). June 1 for continuing students for following academic year (allow 2 weeks for reply). At a minimum 30 days in advance if dependent on funding.</b>
	<b>Electronic signature acceptable to meet deadline followed by hard copy with original signature.</b>
	<b>Use template on Epi website (add/delete information as applicable).</b>
	<b>Job descriptions are required to be given to the student at least 3 weeks prior to start date. Be detailed as possible. Use template on Epi website as a guideline.</b>
	<b>Forward offer letter and acceptance to Matt Anderson (be sure to include budget number) at least two weeks prior to start date.</b>
	<b>Late appointments can result in loss of insurance for the ASE and a grievance may be filed which may result in a faculty member being held responsible for payment of resulting medical expenses.</b>

<b>Salary</b>	<b>Mandatory 2% increase on 7/1/05 and 7/01/06 or same as faculty increase (whichever is higher).</b>
	Refer to current salary schedule posted at: <a href="http://www.grad.washington.edu/fellow/04-05_GSSA_sal_rates.pdf">http://www.grad.washington.edu/fellow/04-05_GSSA_sal_rates.pdf</a>
<b>Hours</b>	<b>50% ASE cannot work more than 220 hours/qtr unless paid extra. 25% ASEs cannot work more than 110 hours/qtr</b>
	<b>Maximum hours include: training time, union meeting prior to Autumn Qtr, 3-day TA training conference in Sept., required professional conferences, required travel time.</b>
	<b>ASE must notify supervisor when s/he anticipates exceeding maximum hours. Workload would need to be reduced or ASE paid for hours over the maximum. Excess hours need not be paid if supervisor is not informed prior to ASE working them.</b>
	<b>Maximum hours do not include time spent working on student's own independent study, thesis or dissertation.</b>
	<b>ASEs must be registered for EPI 600, 700, or 800 each quarter as needed to cover their own research. Each credit equals 3 hours work/week.</b>
<b>Benefits</b>	<b>GAIP Health Insurance provided for ASEs at 50% FTE for 5 out of 6 pay periods/qtr and trainees paid at least \$800/mo for 5 out of 6 pay periods/qtr.</b>
<b>Tuition Waivers</b>	<b>Same as current rules</b>
<b>Leave and Holiday</b>	<b>ASEs who work at least 3 quarters during academic year are entitled to one personal holiday/year.</b>
	<b>ASEs who work at least 1 quarter are allowed 5 days vacation/qtr. These are generally taken during quarter breaks.</b>
	<b>7 days/academic year for personal illness, disability, birth, adoption, bereavement or care of family member. Hours prorated by FTE % and by number of qtrs.</b>
	<b>ASEs are eligible for jury duty leave. Can ask for postponement if supervisor requests.</b>
	<b>Leave does not count against the 220 hour maximum and all leave must be requested in advance and approved by the supervisor.</b>
<b>Job Posting</b>	<b>Positions used to fulfill a commitment of support or that have an established mentor relationship with a faculty member need not be advertised.</b>
	<b>Open positions should be announced to all eligible applicants within the department for one week. If position is not filled after 2 weeks, the position needs to be posted on the</b>

	<b>UW Central Website.</b>
	<b>Consult Epi template for what should be included in the announcement.</b>
<b>Lay Off and Dismissal</b>	<b>Cannot be laid off during appointment period. If funding ends during the appointment period, ASE must be provided with equivalent salary &amp; benefits for a similar position by the hiring official. ASE must received 30 days notice of change of duties/position.</b>
	<b>ONLY APPOINT FOR TIME THAT FUNDING IS ASSURED</b>
	<b>Dismissal can only be for documented cause. Union procedures must be followed. Dismissals can be grieved.</b>
<b>Exceptions to Union Rules</b>	<b>Must be justified by email to Matt Anderson at <a href="mailto:matta@u.washington.edu">matta@u.washington.edu</a> for permanent record. ASE may file grievance with Union if s/he believes faculty supervisor or department has violated Union contract.</b>
<b>Workspace and materials</b>	<b>Required to provide reasonable access to facilities and materials necessary to perform their position. Examples: desk, computer, phone, etc. if necessary to perform their work.</b>
	<b>If ASE's work location needs to be moved, they should receive at least 30 days notice or as soon as reasonably possible.</b>
<b>More information</b>	<b><a href="http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html">http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html</a> include FAQs, Contract Summary, templates.</b>
	<b>Email Barb Byrne Simon at <a href="mailto:bbyrne@u.washington.edu">bbyrne@u.washington.edu</a> or Kate O'Brien at <a href="mailto:epi@u.washington.edu">epi@u.washington.edu</a></b>