



Welcome to SSU !!

As a new Academic Student Employee (ASE), there are a few things you will need to do to get started. The information below will help you through the process. Current ASE's will find this document a quick and useful guide to many resources. Follow the links below for details.

Use CTRL + Click to follow hyperlinks

~ Essentials for Teaching Associates, Graduate Assistants,
and Instructional Student Assistants ~

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~ Completing Employee Paperwork ~

- Return your signed acceptance of the appointment offer to the Office of the Provost and Vice President for Academic Affairs, Stevenson 1041. For your convenience, a self-addressed return envelope was enclosed with your appointment letter.
- **Your pay cannot be processed, and you cannot sign up for benefits if you are eligible, until you have completed necessary paperwork.**

New Employee Paperwork Sign-up

You are required to sign new employee paperwork in the Employee Services office if one of the following applies:

- You are new to Sonoma State University
- Your previous employment at this campus ended more than three years ago
- You held a Student Assistant position

Please visit the Employee Services website for additional information including employment forms, information on orientation, and the required identification needed to complete your sign-up. An in-person sign-up at Employee Services is required no later than your first of day of work.

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Employee Services, Salazar Hall, 2nd Floor
human.services@sonoma.edu
(707) 664-2166

California Relay Service for TTY assistance: (877) 735-2929

If you are unable to sign up from 9:00 a.m. to 12:00 p.m.,
Please call or email human.services@sonoma.edu
to schedule an appointment.

~ Parking ~

You may purchase a parking decal on- line on the [Police and Parking Services](#) website or at the [Seawolf Service Center](#). Different parking fees apply to certain represented employees. Here is a [campus map](#).

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~ Payroll and Benefits ~

A [Payroll Calendar](#) is available on the [Payroll & Benefits](#) website.

TEACHING ASSOCIATES

Basic Rule:

Teaching Associates working a full academic year and enrolled in benefits are paid 12 installments. Fall semester is paid in four consecutive payments (September through December), with the fifth and sixth payments made the following July and August pay periods. Spring semester is paid in six consecutive payments (January through June).

Variations:

- *If you are appointed one or both semesters but are not on benefits:* the University may pay the final checks as a settlement check issued at or soon after the end of your appointment.
- *If you are appointed with an effective date after the beginning of the semester or otherwise do not work the full semester at the time base at which you were originally appointed:* your pay will be adjusted (reduced or increased) appropriately.
- *If your Spring appointment is at a different time base than your Fall appointment, and you are enrolled in benefits:* your July and August salary warrants will differ from those immediately preceding it, because it is based on your time base in the Fall semester.

Benefits (Teaching Associates Only)

All Teaching Associates are eligible for certain benefit programs. Teaching Associates who are appointed half-time or more (7.5 units or more) for more than six months, are eligible for

medical and other benefits and must enroll within the first 60 days of the appointment for health and dental coverage.

GRADUATE ASSISTANTS

Monthly appointments begin on the appointment date and are prorated for the month. The check is issued at the end of the month and is available based on the academic pay calendar

INSTRUCTIONAL STUDENT ASSISTANTS (ISA'S)

See the [calendar](#) for the specific voucher submission dates and pay dates for the ISA's. Typically, warrants are available on the 15th of the month following submission of the voucher.

Payroll Sign-Up and Benefit Orientation Schedule

If you are eligible for benefits, you may attend a Benefits Orientation and sign your new employee paperwork at that time. All Benefits Orientation sessions will be held in Conference Room A, Salazar, 2nd Floor, Administration & Finance. Please call 664-2793 for available dates and times.

A [Payroll Calendar](#) is available on the [Payroll & Benefits](#) website.

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CSU Optional Benefits Programs

The California State University (CSU) is pleased to announce the implementation of new Voluntary Benefits Programs and companies which you may be eligible for and includes: Accidental Death and Dismemberment (AD&D) and Voluntary Long Term Disability (LTD) offered by The Standard, Auto and Home Insurance offered by California Casualty, Group Critical Illness offered by Aflac (underwritten by Continental American Life Insurance Company), and MetLaw® Legal Plan offered by Hyatt Legal Plans, Inc. (a MetLife® company). Additional details are available here - [Optional Programs](#)

California Public Employee Retirement System (CalPERS)

In the event you become PERS eligible, information is available at [CalPERS](#)

~ Understanding Your Contract (Teaching Associates Only) ~

Your assignment and duration of employment was included on the reverse of the appointment letter you have received. The following is an example of how to understand your contract.

Example: A 4 unit Semester Appointment

| | | | | | |
|--------------------------|-----------------------|-----------------------|----------------------|-------------------------|------------|
| Appt Level: | Teaching Associate AY | Contract Type: | Semester Appointment | | |
| Start Date: | January 26, 2011 | End Date: | June 02, 2011 | Multi-Yr End Dt: | |
| Unit: | 4.00000 | Fraction: | 4/15 | Entitlement: | |
| Monthly Salary: ① | \$612.27 | Base Pay: ② | \$2,296.00 | Term Salary: ③ | \$3,673.62 |

Key:

- ① Monthly Salary = unit fraction of Base Pay [$\$2296 \times 4/15 = \612.27]
- ② Base Pay = Full Time Equivalent of 15 units
- ③ Term Salary = Monthly Salary x 6 pay periods in Semester Appointment

~ Policies and Procedures ~

- This is the [Collective Bargaining Agreement](#) between the California State University (CSU) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).
- Your department chair, program director, or department/unit manager is a valuable resource for orienting you to the University's practices you've taught or worked here before, the chair can also be valuable when you encounter an issue with which you haven't dealt before. Academic department Administrative Coordinators are also a wealth of information on campus procedures and forms.
- Teaching Associates at the University are responsible for, and supported by, policies covering many aspects of the University's activities.
- There is a wealth of information on the [Faculty Affairs](#) website.
- Policies are also indexed on the [University Policies](#) website. Some examples of policies listed include:

- [Cheating and Plagiarism](#)
- [Credit/No Credit Grading](#)
- [Final Examinations](#)
- [Grade Appeal Procedures](#)
- [Off-Campus Events \(such as field trips, performances, etc.\)](#)
- [Non-Discrimination](#)
- [Shared Responsibilities and Mid-Semester Evaluation](#)
- [Student Grievance Procedures](#)

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~ Office Hours and Other Responsibilities ~

We recommend that you speak with your department chair concerning your department's expectations for faculty office hours and other responsibilities of Teaching Associates outside of classroom hours.

The University has implemented an online process for the submission of grades for classes. Teaching associates who have not yet completed the necessary training will be expected to complete it during the course of the semester, unless they receive exemption from the dean of the school in which they teach due to special circumstances. Every employee is required to complete [Confidentiality Training](#).

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~ Employment Conditions ~

All ASE's must remain academically eligible as a condition of employment. In the event you become academically ineligible, you may be removed without pay from the appointment.

Tax law prohibits someone from being employed concurrently as a student employee and a non-student employee. Thus, someone may not be employed as a clerical employee, lecturer, or other assignment *and* as a student employee.

Someone employed as a student employee may be concurrently employed in more than one appointment as a student employee.

If someone is appointed in two or more student jobs concurrently, s/he is limited to working an average of 20 hours per week during the semester and 40 hours per week between semesters *in all the jobs combined*. This may require careful coordination among the various departments in which someone works.

Conditions Applicable To Teaching Associates:

Teaching Associates are classified graduates in a Sonoma State University graduate program. Teaching Associates are not considered University faculty, but work under the guidance of a

member of the faculty. Their work assignments are within the graduate program of which they are enrolled.

Teaching Associates are exempt employees. The bargaining agreement provides that Teaching Associates are to be assigned reasonable workloads, defined as "...the number of hours the University could reasonably expect a Teaching Associate...to take to satisfactorily complete the work assigned."

A one-semester appointment or the first semester of a multi-semester appointment may not be conditioned on budget or enrollment. If a course is cancelled, the University must place the Teaching Associate in an appointment at the same level of compensation for the duration of the appointment.

Subsequent semesters in a multi-semester appointment shall be conditioned on budget and enrollment.

Conditions Applicable to Graduate Assistants

Graduate Assistants are classified graduates in a Sonoma State University graduate program. They are normally non-exempt employees.

Graduate Assistants who are performing research that is related to their course of study are exempt employees. The bargaining agreement provides that exempt Graduate Assistants are to be assigned reasonable workloads, defined as "...the number of hours the University could reasonably expect an exempt Graduate Assistant...to take to satisfactorily complete the work assigned."

A one-semester appointment or the first semester of a multi-semester appointment may not be conditioned on budget or enrollment. If a course is cancelled, the University must place the Graduate Assistant in an appointment at the same level of compensation for the duration of the appointment.

Subsequent semesters in a multi-semester appointment shall be conditioned on budget and enrollment.

Conditions Applicable to Instructional Student Assistants

Employment as an Instructional Student Assistant is conditioned on budget and enrollment.

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~ Collective Bargaining Agreement ~

Student employees performing certain types of academically-related work are classified in pay titles that are part of a [Collective Bargaining Agreement](#) , Unit 11. Academic Student Employees are represented by the California Alliance of Academic Student Employees/International Union, United Automobile, Aerospace and Agricultural Implement Workers of America ([UAW 4123](#)).

~ University Calendars ~

If you are on a semester or academic year appointment, you will note that the dates of your appointment differ from the dates of instruction shown on the [Academic Calendar](#). These additional days are provided in the schedule for such activities as preparatory meetings with your department chair or colleagues, grading of papers and finals, calculating and submitting semester grades, meeting with students requesting incomplete grades or other exceptions, and other activities; you are therefore expected to remain available for the duration of your appointment. The Academic Calendar lists semester schedules, commencement, holidays, and enrollment deadlines, to help you for planning purposes. Additional calendars are available at [University Calendars](#).

A [Payroll Calendar](#) is available on the [Payroll & Benefits](#) website

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~ Evaluations ~

Article 8 of the [Collective Bargaining Agreement](#):

“Employment Evaluation” is a faculty member’s or supervisor’s written assessment of a bargaining unit employees’ employment performance.

SETE (Student Evaluation of Teaching Effectiveness) - Teaching Associates only:

The SETE will be placed in your Personnel Action File, located in the Faculty Affairs in the Office of the Provost, Stevenson 1041, upon receipt from the Department.

Your department may also have additional procedures.

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~ Disability Resources ~

Faculty and Staff with Disabilities

Sonoma State University supports our employees with disabilities through the Disabled Employee Program, which engages in an interactive process to provide reasonable accommodations to qualified disabled employees and applicants. If you are interested in obtaining services or information, please call (707) 664-2664. More information on the program can be found at the [Employee Relations and Compliance](#) website.

Students with Disabilities

The Disability Services for Students program can provide very helpful information regarding provision of accommodation services for students with disabilities who are taking your classes. **Students must register with the program before they are given accommodations**, so you will want to get the latest information on this process. A statement in your syllabus urging students to see you by the end of the second week of the semester if they think they may require accommodations can be very helpful. You can visit the office in Salazar Hall, call at 664-2677, or refer to the [Disability Services for Students website](#)

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~ Resources for Students ~

Students may need assistance from various services. The University offers students many resources. See the websites below for details.

- [Advising Center](#)
- [Career Services](#)
- [Counseling and Psychological Services](#)
- [Educational Opportunity Program](#)
- [Learning Skills Services](#)
- [Student Health Center](#)
- [Testing Services](#)
- [Writing Center](#)

If you think one of your students would benefit from these services, you may refer the student there; you may also call these services if you would like some assistance with making a successful referral or in working with the student in class.

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~ Unemployment Insurance ~

Employees may apply for unemployment insurance upon completion of their appointment. The Employment Development Department or Appeals Board will determine eligibility, based on information provided by both you and the University. The University will oppose any claim for unemployment benefits by a faculty member after the first day of the appointment or before the last day of the appointment, as defined in your offer letter.

Note: This summary is subject to change. If the provisions of the Collective Bargaining Agreement (CBA) for the bargaining unit in which the employee is placed differ from those stated or implied above, the provisions of the CBA shall supersede the above.

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