

# KNOW YOUR RIGHTS!

Here are some of the major rights and protections guaranteed by our contract. If any of these rights are being violated, the union is here to help! Contact a steward or email [sandiego@uaw2865.org](mailto:sandiego@uaw2865.org) to talk about your problem. Grievance resolution often happens informally; **contacting the union about your problem does not commit you to any formal grievance procedure.** Our contract is only meaningful if these rights and protections are enforced, so contacting the union about a violation helps not just you, but all of us.

## ➤ Appointment Notification and Appointment Security

When you are hired you should be issued **an appointment notification letter**, which states the dates you are being hired for, how many hours, and what your pay and benefits are. If you accept an appointment, that job is then **guaranteed**. If your section is canceled after you're hired, the university either has to reassign you to another section, or pay you anyway. You are also entitled to supplemental documentation that details **what course you will be assigned to, and what your specific duties will be**. This should be in the form of a check-list, filled out by your supervisor.

## ➤ Childcare Subsidy

Any academic student employee working at 25% time or more who has non-school-aged children is entitled to a **\$600 per quarter/\$900 per semester childcare reimbursement**. During the summer, ASEs with **summer appointments** are also eligible for a **\$600 subsidy**. To find out more about the subsidy and get the form necessary to receive it, go to: [http://www.uaw2865.org/?page\\_id=792](http://www.uaw2865.org/?page_id=792).

## ➤ Full remission of in-state education and registration fees and health care premiums

Whenever graduate students work at least 10 hours a week as a GSI/TA, Reader or Tutor (a 25% appointment or higher) the university pays 100% of our in-state tuition and registration fees, in addition to our healthcare premiums. This also applies to undergraduates working as TAs.

## ➤ Health Insurance

ASEs are eligible to participate in the UC Student Health Insurance Program (UCSHIP). An ASE who is a registered grad student with a 25% employment or more is eligible for 100% **premium remission**.

## ➤ Medical, Family and other kinds of Leave

In addition to **3 paid sick days per semester/2 paid sick days per quarter**, salaried ASEs appointed at 50% time are entitled to **3 days of paid short-term family-related leave** per semester/quarter which can be used for illness, disability or family emergency. Salaried ASEs are also eligible for **paid long-term leave up to four weeks**. Up to four weeks of paid leave can be used for childbearing or up to two weeks for serious illness of an ASE or an ASE's family member or to care for and bond with an ASE's newborn or newly adopted child. Unused short-term leaves may be added onto long-term leaves where necessary to increase the amount of time that an ASE may be on leave.

## ➤ Protections against sexual harassment and discrimination

Our contract protects against discrimination on the basis of race, color, religion, marital status, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity or expression, physical or mental

disability, medical condition, HIV status, status as a veteran, age, citizenship, political affiliation, union activity and membership or non-membership in the union.

### ➤ **Workload**

You are **entitled to pay for all duties related to your appointment**, including reading the course material, attending lecture, preparing for discussion, answering student e-mails, etc. It also means you can't be required to work more than the hours you are being paid for. For a teaching assistant (GSI) working at 50%, this means that you **cannot be asked to work more than 370 hours during the semester or 220 hours during the quarter**. This should average 20 hours a week, and you **cannot be asked to work more than 40 hours in any week, or more than 8 hours in one day** [this is especially likely around finals when grading is expected on a fast turnaround time]. The number of hours worked in excess of twenty (20) hours per week may not total more than 50 hours per quarter or 77 hours per semester. If your duties ever exceed these amounts, your supervisor should reassign work to make the load manageable, or if that is impossible your appointment percentage can be increased to reflect your actual working time.

Too much work for ASEs is not just a problem for the employees but the students as well—ASE working conditions are student learning conditions. Especially in times of budget cuts, ASEs must be vigilant at improving the quality of education by enforcing workload rights. Don't let cost-cutting administrators further harm the quality of education by putting unreasonable workload expectations on ASEs.

**To read about these items in more detail and find out about other rights and protections, you can read the full contract at: <http://www.uaw2865.org/rights/contract.php>**

### **Where's the union when you need them?**

For any questions or inquiries, you can send an email to [sandiego@uaw2865.org](mailto:sandiego@uaw2865.org) or [uaw2865@uaw2865.org](mailto:uaw2865@uaw2865.org). You can also call the San Diego union office: 858-550-0239; or the statewide union office: 510-549-3863. The San Diego UAW office is located at: 3211 Holiday Court, Suite 202, La Jolla, CA 92037.

### ➤ **Stewards and Head Stewards**

Stewards are members who volunteer to act as union representatives. Stewards help with membership outreach and education, contract enforcement (finding out about contract violations and filing grievances), and other organizing projects. *If your department or school is not represented by a steward, you can nominate someone to become one!*

#### **San Diego Elected Officers**

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