IA/ASE Management Meeting

This session will be recorded
PRESENTERS

Disability Counseling & Consulting (DCC)
- Melissa Williams Owusu, Director

Division of Graduate Education & Postdoctoral Affairs (GEPA)
- April Bjornsen, Assistant Dean, Graduate Student Affairs
- Courtney Aguila, Assistant Director, Graduate Student Financial Support

Employee Relations (ER)
- Danielle Schulte, Employee Relations Specialist

IT Services (ITS)
- Stephen Hamilton, Academic Affairs Information Services

Labor Relations (LR)
- Jaime High, LR Advocate
AGENDA

- Labor Relations Updates
- IA Data Management System Updates & Enhancements
- Hiring in UCPath
- COVID-19 Updates
- Employee Relations
- Disability Counseling and Consulting
- GEPA Bridge Funding
- Interactive Scenarios
- Contact Information
LABOR RELATIONS
UPDATES
Grades and other student-related aspects are NOT covered by the union contract!

Issues with Academic Advisor do not fall under the union contract!

Only academic student employee appointments are covered by the BX union contract – GSRs are bargaining their own contract.

Teaching Assistant, Reader, Tutor, Non-student Tutor, Associate In
BARGAINING UPDATES

- ASE Bargaining started in March 2022
  - BX contract has been extended until August 17, 2022
  - Still far apart on money, workload

- GSR Bargaining started in April 2022
  - Building a contract from scratch – need to draft every article
  - Our hope is to have the ASE and GSR contracts match on some articles common to both
  - GSRs need to have stronger language as to what is student work and what is employee work
INSTRUCTIONAL ASSISTANT TERMINOLOGY

For Credit

- **UGIA** - Undergraduate Instructional Apprentice
- **GIA** - Graduate Instructional Apprentice

Academic Student Employees

- Readers
- Tutors
  - 1:1 or small group
- Teaching Assistant (TA)
- Associate In (lieu of TA)
- Associate In (teaching a course)
FALL 2022 ORIENTATIONS

- Orientations are a hot-button issue at bargaining
- Do not know whether we will have bargaining completed prior to Fall 2022 – what do we do???
  - In discussions with UAW to maintain status quo and do the virtual orientations for the Fall
  - Status quo – UAW does most of the work
    - UAW schedules the Zoom sessions
    - LR/GEPA provide UAW a list of 1st time ASEs
    - UAW emails the 1st time ASEs about the sessions
    - GEPA sends announcement to programs
CURRENT ISSUES

● Allegations of abusive conduct and harassment
  ○ UAW has proposed a new article in bargaining called “Respectful Treatment”
  ○ The University is finalizing a systemwide Abusive Conduct policy

● Appointment percentages
  ○ Must be 25% for ASE to get fee remission – Article 11
  ○ The preference is to do 25% unless we have an academic reason not to do so

● Relieving an ASE of duties – Article 3 concerns
  ○ Contact LR to discuss prior to doing

● What is an offer of employment and who can make it – Article 2 and Article 3 concerns

● Membership Election Forms
  ○ Working on a new process with the UAW
  ○ Hoping to use the IA System

● Reasonable Accommodations and the Interactive Process – Article 23

● Leaves and intersection with Bridge Funding
Questions
INSTRUCTIONAL ASSISTANT DATA MANAGEMENT SYSTEM UPDATES AND ENHANCEMENTS
THE IA SYSTEM

- What is it?
- Why should I use it?
- Campus usage
IA SYSTEM RECENT ENHANCEMENTS

- Student preferred name/employee lived name
- Student and staff reminders
- Managing Non-Student Tutor assignments (note: NOT hiring process)
- Updated web page design (in production soon)
IA SYSTEM UPCOMING ENHANCEMENTS

- UAW Membership Election Form
- Incorporation of TOEFL Scores and English Language Scores
- Integration of Summer Graduate Teaching Scholars application process
- Allowing students to indicate which name they want used in appointment letters and evaluation reports (legal or preferred)
- Custom assignment begin/end dates
- Requiring DoD template to be created before an offer can be made
- Addition of Associate (in lieu of TA) DoD
Questions
HIRING IN UCPATH
UNION DISCLOSURES IN UCPATH

Student employees must take proactive steps to update Employee Disclosures in UCPath.

The options presented may vary based on the student’s current employment. If your student was previously hired as a GSR, they will need to go back into UCPath and update new disclosures that become available based on their ASE title.
UNION DISCLOSURES IN UCPATH
UCPATH TIP

A UPK, or job aid, is available for you to provide to your students. Search for “Update Disclosures” in the UCPath Help: Self-Service Users
PERSONAL CONTACT INFORMATION IN UCPATH

We are still required to collect:

- Home address
- Home phone number
- Personal email address

Why we must turn it over:

- AB 119
- Contract Article 27 (Union Access Rights)

How we supply this information:

- FTP list generated from UCPath
At least ONE phone number must be marked as “Preferred” when processing a Full Hire, Rehire, or Concurrent Hire Smart HR Template Transaction in order to be approved by the UCPath Center.
GRADUATE STUDENT EMPLOYMENT

The Graduate Student Financial Support Unit has a Collab page dedicated to graduate student employment policy and procedures

- Graduate Student Employment Policy & Procedures
- Employment Reference Information
- UCPath for Graduate Student Employment

Learn how to request Collab access here
GRADUATE STUDENT EMPLOYMENT SUPPORT

For questions related to graduate student employment policy, data entry in UCPath, fee remissions, and more, submit a ticket to Services & Support.

- Graduate Financial Support FAQs
- Guidance for submitting tickets
MICROSOFT TEAMS

Connect with your colleagues across campus by joining the Graduate Student Financial Support Team.
COVID-19 UPDATES
COVID-19 UPDATES FOR IAs

- Students who are working remotely may not work internationally; remote work is contingent upon course modality and the coordination with the instructor of record
- **18-Quarter Teaching Limit:** 3-quarter extension permissible for students matriculated in COVID-impacted quarters
Questions
EMPLOYEE RELATIONS
PERSONNEL MANAGEMENT: REMEMBER TO

- Talk to your people
- Consider the whole person
- Provide resources
PERFORMANCE MANAGEMENT

What is performance management?

- Performance management is used to provide notice of the need to improve performance or conduct.
- Performance management can also include positive feedback.
- Examples:
  - Kudos, awards
  - Counseling/Informal: verbal, email, memorandum
  - Discipline/Formal: written warning, demotion, suspension, dismissal
PERFORMANCE MANAGEMENT

● What is the **standard or expectation** of performance?
  ○ Quantity – Quality – Deadlines – Error rate

● Has the expectation been **clearly communicated** to the employee?
  ○ Written – Specific – No vague/subjective adjectives ("Inappropriate" “Too many”)

● Can you **prove** that the employee failed to perform in accordance with the standard or expectation?
  ○ Investigation – Witnesses – Documents

● Are there any factors that may **mitigate** the lack of performance?
PERFORMANCE MANAGEMENT - JUST CAUSE FOR DISCIPLINE CONTINUED

Does the employee have a VALID EXCUSE for a failure to perform in accordance with the standard or expectation?

- Medical condition – Other circumstances

Are there OTHER EMPLOYEES who failed to perform in accordance with the standard or expectation?

- Disparate treatment – Lax enforcement
Questions
DISABILITY COUNSELING & CONSULTING
Student as **Student**

OSD for Academic Accommodations

osd@ucsd.edu
disabilities.ucsd.edu

Student as **Employee**

DCC for Workplace Accommodations

hrdcc@ucsd.edu
Blink: DCC
INTERACTIVE PROCESS

Is there a health condition / disability impacting ability to perform essential job functions?

The Americans with Disabilities Act (ADA) and UC Policy / CBAs require an interactive process to explore reasonable accommodations.
INTERACTIVE PROCESS

University's good faith and timely effort to work with an employee to determine if reasonable accommodations can be provided.

- Individualized
- Access v. Equity
INTERACTIVE PROCESS

Steps:

1. Accommodation need disclosed
2. Gather information and explore all options
3. Implement accommodations
4. Document and assess
WORKPLACE ACCOMMODATIONS

Schedule Modification
Assistive Technology
Triton Transit: Mobility
Leave of Absence
Ergonomic Equipment
Questions
GEPA BRIDGE FUNDING
GEPA BRIDGE FUNDING

Goal
To aid graduate programs in funding doctoral/MFA graduate students who are unable to perform the functions of an Academic Student Employee (ASE) or Graduate Student Researcher (GSR) due to a documented medical condition, AND are able to continue to make academic progress. One time funding.

Process
- The academic home department/program and the doctoral/MFA student must demonstrate that they have engaged in the interactive process with the Disability Counseling and Consulting (DCC) office.
- The MSO in the student’s academic home department/program should submit the bridge funding request.
- Requests may be submitted at any time, however no later than Week 8 for the following quarter.
- More information may be found on our Collab website, Temporary Bridge Funding.
Questions
CONTACTS

- April Bjornsen, GEPA Student Affairs, abjornsen@ucsd.edu, 858-534-3550
- Jaime High, LR Advocate, jhigh@ucsd.edu, 858-534-4136
- Danielle Schulte, Employee Relations, dgschulte@ucsd.edu; 858-534-8011
- Melissa Williams Owusu, Disability Counseling & Consulting (DCC), mawilliams@ucsd.edu; 858-534-6743
END OF RECORDING
INTERACTIVE SCENARIOS
Thank you for attending!