Chapter 16: Non-Student Tutors and Readers

- Non-Student Reader and Tutor (Serving As a Course Assistant) Definitions
- Pre-Approval Process
  - Exception Letter Guidelines
  - Graduate Division Biography Form for Non-Student Tutor (2510) or Reader (2500)
- Procedures After Exception is Approved
- Pay Rate
- New Hire
- Rehire
- Continuation of Employment
- Separation
- Benefits Eligibility
- 1000 Hour Policy for Non-Student Tutors (TC 2510) and Readers (TC 2500)
- PPS Online Entry

Non-Student Reader and Tutor (Serving As a Course Assistant) Definitions

- The non-student Reader definition is the same as that for a registered graduate or undergraduate student.
- The non-student tutor (serving as a course assistant) can be appointed under the same definition as a graduate teaching assistant or undergraduate tutor (serving as a Teaching Apprentice).
- A non-student tutor, if working in one of the specific programs approved for the tutor title (such as Physics or the Medical School Tutorial Program) can also have the duties of a graduate or undergraduate tutor.

Hiring Non-Student Tutors Who Are Not U.S. Citizens

If you want to hire a non-student Tutor/Reader who is not a U.S. citizen or permanent resident, you must first determine that they have a valid work permit before you submit the exception letter and one-page Biography form to the Graduate Division. For assistance with international non-student work permit questions, contact Global Education.

Pre-Approval Process

Campus policy is that registered students in good standing should be offered all available positions as Teaching Assistants, Readers or Tutors. It is an exception to appoint a non-student to perform these services and requires pre-approval by the Dean of Graduate Division.

Prior to the appointment, departments should follow these procedures:

1. A department or program must make a thorough search to determine that there is no student available for the position. This can be done through the IA System, an e-mail distributed to other departments advertising the position, or by phone calls to department graduate coordinators.
2. If it is determined that there are no qualified students available, a request for exception to hire a non-student must be submitted to the Dean of Graduate Division.
3. Once the department receives notification of the Dean’s approval, it may proceed with the online payroll action.

Exception Letter Guidelines

The letter of exception to hire a non-student should include the following:

1. Addressed to Dean of Graduate Division
2. Student name, proposed title, title code, percentage of effort, class or course, quarter or date range, and pay rate. A change in title code, percentage of effort, class or course, or dates will require a new approval.
3. Reason for hire, justification for this specific person, prior teaching experience. Please address and attach recent teaching evaluations, if available (if no evaluations are available, please indicate).
4. Department or program self-certifications:
   a. Describe the type of search made to find a student
   b. List the departments contacted or IA System campaign name
   c. Indicate that a biography form, dated within the last three years, is on file for the proposed candidate
5. Letter should be signed by the department chair or program director. If there are multiple funding departments or programs included in the appointment, the chair or director from each program should sign.
6. A biography form for the non-student must be completed and submitted with the exception letter; you may use the form provided in this section.
   a. Biography forms will be valid for three (3) calendar years. A new biography form must be submitted after three years.
7. Click here for an exception letter template

Graduate Division Biography Form for Non-Student Tutor (2510) or Reader (2500)
Procedures After Exception is Approved

- Review the 1,000 Hour Policy Employee Information on page 16-5 to understand policy.
- When the exception is approved, prepare the Appointment Notification Letter indicating the correct benefits eligibility (if rehire or continuous employment, see below)

Pay Rate

- Refer to the Student Academic Title Rates chart published by the Graduate Division.
- A non-student who has received the baccalaureate degree is paid at the appropriate graduate student pay rate.
- A non-student who does not hold the baccalaureate degree is paid at the appropriate undergraduate student pay rate.

New Hire

1. Besides the other required “New Hire” documents, have the employee complete the Benefits Eligibility Level Indicator (BELI) – UPAY 726 – Employee needs to sign form.
2. The Home Department (EPER screen) should reflect the funding source.

Rehire

1. As needed, contact the Graduate Division to change the Home Department (EPER) to your department or program.
2. Check the IGEN, IHR2, and IINS screens to determine proper Benefits Eligibility Indicator (BELI). Contact the Graduate Division for assistance as needed. Complete normal “Rehire” documents. The employee must sign the BELI Form (UPAY 726).

Continuation of Employment

1. If you are not the only funding source, coordinate employment and Benefits Eligibility with the offer funding source, and have them add you in as an “Alternate Department” to gain access to the record. Contact the Graduate Division for assistance as needed.
2. If the Benefits Eligibility is changing, have the employee sign a new BELI Form.

Separation

- ESEP Screen: For non-students with a BELI Code of 1, 3, or 4, it is important to separate a non-student employee when the appointment has ended (and will not be extended) to avoid additional monthly benefit charges being erroneously charged to the funding source.
- EADR Screen: Update the address since this is where the W-2, Statement of Earnings will be mailed to non-active employees.
- Defined Contribution Plan (DCP) Distribution: If the employee had a DCP deduction, remind the employee to use http://atyourservice.ucop.edu to elect a plan rollover, distribution, etc.
- BELI 1 or 3: If the employee had medical, dental, and/or vision, give the employee the COBRA forms, UBEN 102-Cobra/Continuation Election and 1500-Continuation of Group Insurance Coverage.
- Unemployment: Since the non-student is appointed for a specific period of time (i.e., academic quarter or academic year), the employee is generally not eligible for unemployment benefits following the term of appointment.

Benefits Eligibility

Refer to “How to Determine Eligibility for Benefits” at: http://blink.ucsd.edu/finance/payroll/processes/eligibility.html#1.-Determine-the-employee%27s-BELI

- The BELI form should be completed and signed by the employee and retained by the department. It is not sent to Payroll or the Benefits Office.
- Full Benefits (BELI = 1): 50% time for a year (12 months) or more. To maintain eligibility, employee must maintain an average regular paid time of at least 17.5 hours per week (43.75% time).
- Mid-level Benefits (BELI = 3): 100% time for at least three months. To maintain eligibility, employee must maintain an average regular paid time of at least 17.5 hours per week (43.75%).
- Core Benefits (BELI = 4): Appointed at least 43.75% and average regular paid time is at least 17.5 hours a week.
- No Health or Welfare Benefits (BELI = 5): Less than 43.75% time and average regular paid time is less than 17.5 hours a week.

If the employee is eligible for Full Benefits (BELI 1), Mid-level Benefits (BELI 3) or Core Benefits (BELI 4), give the person the appropriate Benefits information. For BELI 1 and 3, let the employee know that enrollment in the health and welfare plans must occur during the 31-day period of initial eligibility (PIE), which starts when first eligible for benefits. Contact the Graduate Division for assistance as needed.

- Benefits Meeting: Orientations take place each Monday from 10:30 am - 12:30 pm. (If Monday is a holiday, the orientation is held on Tuesday).
- The schedule and location may be found at: https://blink.ucsd.edu/HR/benefits/managing/orientation.html
If you are unable to attend, you may watch the online video orientation which allows you to skip to specific benefit areas: [http://atyourservice.ucop.edu/employees/new_employee/index.html](http://atyourservice.ucop.edu/employees/new_employee/index.html)

Scroll down and click on: "Watch the new employee benefits video.

### 1000 Hour Policy for Non-Student Tutors (TC 2510) and Readers (TC 2500)

Effective January 1, 2001, an employee appointed as a non-student Tutor or Reader (and most other non-student academic and staff titles) will become a University of California Retirement Program (UCRP) member after accumulating 1,000 hours on pay status during a rolling 12-month period (with no break-in-service exceeding 120 days). Once the employee reaches 1000 hours they become eligible for full benefits (BELI = 1).

The hiring department should update the assigned BELI code to “1” in PPS once the employee reaches 1000 hours.

In addition, the employee must enroll in the health and welfare plans by completing the UPAY 850 form [http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf](http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf) during their 31-day period of initial eligibility (PIE), which starts when they become eligible for benefits. (For an employee paid monthly, the PIE starts the first day of the month after the employee reaches 1,000 hours on pay status.) If they fail to enroll during their PIE, they will be defaulted into single-party coverage for Core Medical, Delta Dental, and the Vision Service Plan.

**Important:** Employees must maintain an average regular paid time of at least 17.5 hours per week (43.75% or more), and remain in an eligible appointment, for continued eligibility at this benefit level.

More information about benefits can be found under Group Insurance Plans at: [http://ucnet.universityofcalifornia.edu/index.html](http://ucnet.universityofcalifornia.edu/index.html).

### PPS Online Entry

In general, a department/program setting up a non-student appointed as a reader or tutor (serving as a Course Assistant) can follow the graduate student instructions except for the following differences:

1. **Title Codes (EAPC screen)**
   a. 2500 = Non-student Reader (use sub-2), BW
   b. 2510 = Non-student Tutor (serving as a Course Assistant, use sub-0), MO
   c. **Exception:** If the employee has a concurrent bi-weekly staff or faculty appointment that cannot be changed, then the Non-student Tutor must be set up BW using the Group Tutor hourly rate.

2. **Student Status (EPD1 screen)**
   a. “1”, Not registered

3. **Benefits Eligibility Level, BELI, (EPER screen)**
   a. Refer to the Benefit Guidelines in the reference Manual. Most non-students are either coded “4” (total percent of all appointments is 43.75% or more) or “5” (total percent of all appointments is less than 43.75%).