

GRADUATE ASSISTANTS AND FELLOWS

Know Your Rights And Benefits

The Professional Staff Congress/CUNY

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First and Foremost You are entitled to join your union, the Professional Staff Congress, which represents full-time and part-time faculty and staff at CUNY. We urge you to exercise this right. To join you must sign a green authorization card. An Agency Fee of 1% is deducted from your paycheck for the PSC as your collective bargaining agent if you are not a member. Union dues are the same amount. As a member, you will be entitled to run for office and vote in general and chapter elections and contract ratification. You must be a member for four months before qualifying to vote.

Workload A Graduate Assistant A may be assigned a maximum of 240 contact teaching hours or 450 non-teaching hours a work year.* Graduate Assistant B has a maximum of 120 teaching hours or 225 non-teaching hours. If a Graduate Assistant B also holds an adjunct position, the combined assignments may not exceed 240 teaching hours or 450 non-teaching hours. A Graduate Assistant C may be assigned a maximum of 180 teaching hours. If a Graduate Assistant C also holds an adjunct teaching position, the total combined teaching hours may not exceed 270.

*The work year is defined as the academic year (Sept.-August). Arrangements for the summer have to be made through CUNY and the PSC.

Pay Schedule You are entitled to a movement in schedule on January first of each year following completion of ten (10) full months of service. (See back for current pay scale.)

Observation & Evaluation You must have at least 24 hours' notice before observation by a member of your department. You should have an observation and post-observation conference. At the post-observation conference, you may request your chair appoint an observer within certain parameters set forth in the contract. You should receive a memo on the observation and conference, which you must sign before it is placed in your file. Your signature indicates only that you have seen the report. You may place a response to your evaluation in your file, along with records of your professional achievements. If you have questions about this process call the union without delay. Examine and initial your personnel file each semester.

Workers' Compensation All Graduate Assistants are covered by Workers' Compensation. If there is an accident, inform the human resources office at your college to obtain a claim form. For further information, call the local district office at 1-800-877-1373.

Tuition Remission Doctoral students who serve as Graduate Assistants within CUNY may apply for Tuition Waivers in the Doctoral Programs in which they are enrolled at the Graduate Center. All other requests for tuition remission have to follow the procedure for adjuncts: An adjunct who has taught one or more courses in the same department at the same college for ten (10) consecutive semesters (not including summers) and is appointed to teach a course of three or more contact hours per week in the fall or spring semester shall be entitled to tuition reimbursement for up to one course in that semester. (For graduate courses this depends on space availability). Application forms are available at your college human resources office.

Appointment and Reappointment First priority for Graduate Fellowships shall be given to graduate students in The City University. Written notice of appointment or of non-reappointment should be received on or before June 1 in the first year of service and on or before May 1 in the second or later year of service. Appointments for Graduate Assistants cannot be made for more than three consecutive years except when special permission is requested by the executive officer of the doctoral program in which the graduate student is enrolled and the chairperson of the department in which the graduate student is employed. Such extension can be granted for no more than two additional appointments. Appointment may be for less than one year. The employment, retention, evaluation or assignment of Graduate Assistants, to the extent that it is based upon their status, progress, and evaluation as graduate students, is not subject to the grievance procedure.

Jury Duty You must be paid your regular salary for jury duty and remit to CUNY any compensation received for serving.

Complaints & Grievances A complaint is an informal claim by an employee or the PSC of improper, unfair, arbitrary or discriminatory treatment. A complaint may, but need not, constitute a grievance, and is processed through an informal procedure. A grievance is an allegation by an employee or the PSC that there has been: 1) A breach, misinterpretation, or improper application of a term of the contract; 2) an arbitrary or discriminatory application of or a failure to follow the Board Bylaws related to terms and conditions of employment.

Contact your campus grievance officer or the union headquarters at 212-354-1252 to initiate a complaint or grievance. **Grievances and complaints must be filed within 30 days**, not counting weekends and legal holidays, of the time you become aware of a problem.

The union contract is available to you. Call the union for your copy or go to www.psc-cuny.org.

Pay Schedules

Graduate Assistant A

| Step | 5/01/06 | 9/19/07 |
|---------|----------|----------|
| Step 1 | \$18,025 | \$18,825 |
| Step 2 | 18,745 | 19,545 |
| Step 3 | 19,496 | 20,296 |
| Step 4 | 20,562 | 21,362 |
| Step 5 | 21,773 | 22,573 |
| Step 6 | 22,624 | 23,424 |
| Step 7 | 23,832 | 24,632 |
| Step 8 | 24,684 | 25,484 |
| Step 9 | 25,538 | 26,338 |
| Step 10 | 26,393 | 27,193 |

Graduate Assistant B

| Step | 5/01/06 | 9/19/07 |
|---------|---------|---------|
| Step 1 | \$9,011 | \$9,811 |
| Step 2 | 9,371 | 10,171 |
| Step 3 | 9,747 | 10,547 |
| Step 4 | 10,274 | 11,074 |
| Step 5 | 10,883 | 11,683 |
| Step 6 | 11,311 | 12,111 |
| Step 7 | 11,923 | 12,723 |
| Step 8 | 12,349 | 13,149 |
| Step 9 | 12,778 | 13,578 |
| Step 10 | 13,205 | 14,005 |

Graduate Assistant C

| Step | 5/01/06 | 9/19/07 |
|---------|----------|----------|
| Step 1 | \$13,519 | \$14,319 |
| Step 2 | 14,060 | 14,860 |
| Step 3 | 14,620 | 15,420 |
| Step 4 | 15,418 | 16,218 |
| Step 5 | 16,328 | 17,128 |
| Step 6 | 16,968 | 17,768 |
| Step 7 | 17,876 | 18,676 |
| Step 8 | 18,517 | 19,317 |
| Step 9 | 19,156 | 19,956 |
| Step 10 | 19,799 | 20,599 |