

TEACHING OBSERVATIONS

At least one observation will be conducted during the first ten weeks of a semester. You must have at least 24 hours' notice before an observation by a member of your department, as assigned to you by your department chair. The observer will submit a written observation report to the department chair within one week of the date of the observation. The chair must then schedule a post-observation conference (with the employee and the observer) within two weeks of receiving the written report. A memorandum is prepared of this conference. You should receive the post-observation conference memorandum for your signature before it is placed in your file. Your signature indicates only that you have seen the report. You may place a response to your observation in your file.

If the observation or the post-observation conference is not held within these timeframes, you must file a request with the chair within 10 work days or lose your rights to grieve non-compliance with these requirements. You should contact a chapter officer promptly if you are unhappy with any aspect of this process. For full details, refer to Article 18.2.b of the PSC-CUNY contract.

WAC FELLOWSHIP

During their fifth year, many GAs are assigned to work on a new campus in the "Writing Across the Curriculum" program. If you have questions about your assignment or your workload, contact a Chapter officer. You can find a more detailed description of WAC work requirements for each campus on the chapter website.

OTHER WORK

If you are teaching additional courses, you are paid on the Adjunct Lecturer pay scale (see psc-cuny.org). If you are grading tests or papers, or performing other non-teaching academic work, you must be paid on the Non-Teaching Adjunct pay scale (\$42.95/hr as of Fall 2017). If you are offered work for less than this rate, immediately contact a chapter officer.

STIPENDS

Most GAs receive an annual stipend as part of their fellowship. Although the stipend payment is not currently a contractual entitlement, if your stipend is reduced at any time, contact a chapter officer.

PAY RAISES

On Jan. 1 of your second through fifth year of work, you advance to the next "step" in the salary schedule below. These are the salary rates as of Apr. 20, 2017. The PSC's current contract with CUNY expires Nov. 30, 2017. This fall, the PSC will begin negotiations with CUNY for a successor contract, including raises in pay. In the past, CUNY has paid negotiated increases, even when they are retroactive.

Grad Assistant A

\$22,967	\$11,969
\$23,846	\$12,409
\$24,762	\$12,869
\$26,062	\$13,511
\$27,540	\$14,253
\$28,577	\$14,775
\$30,052	\$15,523
\$31,091	\$16,043
\$32,134	\$16,567
\$34,175	\$17,600

Grad Assistant C

\$17,471	\$5,268
\$18,129	\$5,554
\$18,812	\$5,859
\$19,786	\$6,179
\$20,897	
\$21,678	
\$22,785	
\$23,566	
\$24,347	
\$25,888	

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GRADUATE ASSISTANTS RIGHTS & BENEFITS

PSC-CUNY

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psc-cuny.org

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Union hall--16th floor

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PSCCUNYGC

pscucnygc.commons.gc.cuny.edu

WELCOME TO THE PSC!

As an employee of The City University of New York in the title Graduate Assistant (GA), your wages, benefits, and working conditions are negotiated and defended by your union, the Professional Staff Congress (PSC), which also represents part-time and full-time faculty and most professional staff. To become a member of the union, you must sign a membership authorization card (or visit psc-cuny.org for online sign-up). Union dues are 1% of your salary. If you are not a member, an equivalent “agency shop fee”—for the services the union is required to provide to those it represents—is still deducted from your salary per NYS law.

PARTICIPATING IN THE CHAPTER

Almost all GAs are members of the Graduate Center (GC) chapter of the PSC. After four months as a member, you are entitled to vote in general and chapter elections and contract ratification. After one year as a member, you may run for union office. Chapter meetings occur twice a semester, in addition to more frequent union workshops, events and campaigns. Stewards are present in many departments to address your concerns. If you would like to be a steward or participate in our chapter’s organizing and decision-making efforts, including our contract campaign for better wages, rights, and benefits, contact the chapter officers listed in the front of this brochure (preferably using your non-CUNY email address) or sign up for a chapter committee at pscunygc.common.gc.cuny.edu.

YOUR “WEINGARTEN” RIGHT TO UNION REPRESENTATION

Before or during any meeting with a management representative (such as a dean or affirmative action officer) at the GC or your work campus which you believe may possibly have future disciplinary consequences, you may request that a union rep join you. At that point, the meeting must be delayed and rescheduled until a union rep is available. You may consult with that union rep in private before or at any time during a meeting.

COMPLAINTS & GRIEVANCES

If you have questions or concerns about your wages, work assignments, work conditions, or benefits, *immediately** contact a chapter officer or a grievance counselor at the PSC office (see the front of this brochure for contact info). Based on the circumstances, and with your approval, we can initiate an informal complaint procedure to address unfair or arbitrary treatment, which usually entails a meeting of all involved parties. Alternatively, we can initiate a formal grievance (i.e., a claim that there has been a violation or improper application of a term of the PSC-CUNY contract, the CUNY Bylaws, CUNY's written policies, or GC Governance policies related to terms and conditions of work).

*Formal grievances must be filed within 30 workdays from when you become aware of a problem.

SICK DAYS

GAs are entitled to up to 20 calendar days of paid sick leave per year under Article 16 of the PSC-CUNY contract. Immediately notify a chapter officer or the PSC office if you are denied paid sick leave.

HEALTH CARE

GAs are eligible for New York State Student Employee Health Insurance Plan (NYSHIP) coverage, including family coverage. The current contact person for NYSHIP questions is Scott Voorhees at SVoorhees@gc.cuny.edu. If you convert to Adjunct status from GA status, and teach two courses or more each semester, you are immediately eligible for individual health coverage only, through the NYC Employee Benefits Program. Contact your college HR Office for more info.

WORKERS' COMPENSATION

All Graduate Assistants are covered by Workers' Compensation. If there is an accident, inform the human resources office to obtain a claim form, and contact a chapter officer.

JURY DUTY

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

APPOINTMENTS & REAPPOINTMENTS

Many Graduate Assistants have received a commitment from the Graduate Center to provide 5 years of annual GA appointments, as outlined in their original Financial Aid Award Letter, contingent only on good academic standing and satisfactory work performance. Other GAs may receive appointments for one year or less. GA appointments cannot be made for more than five total years of work. The employment, retention, evaluation or assignment of GAS is not subject to the grievance procedure, to the extent that it is based upon their status, progress, and evaluation as graduate students.

TEACHING & NON-TEACHING WORKLOADS

Actual teaching loads and conditions of work often vary by campus and department. If you believe you have been assigned an excessive workload or student load, unreasonable schedule, or inappropriate work, contact a chapter officer. The PSC contract specifies maximum workloads for GA work and overall caps on hours you can work at CUNY per year:

+ **GA-As** may work a maximum of 240 contact teaching hours or 450 non-teaching hours in a work year, with no additional work allowed.

+ **GA-Bs** may be assigned a maximum of 120 teaching hours (a 3-credit course is considered 45 teaching hours) or 225 non-teaching hours (7.5 hours of actual work a week). If a GA-B also works as an Adjunct or Non-Teaching Adjunct, their combined assignments may not exceed 240 teaching hours or 450 non-teaching hours.

+ **GA-Cs** may be assigned a maximum of 180 teaching hours. If a GA-C also works as an Adjunct Lecturer, the combined teaching hours may not exceed 270 hours.

+ **GA-Ds** may be assigned a maximum of 100 non-teaching hours. If a GA-D also works as an Adjunct or Non-Teaching Adjunct, the combined assignments may not exceed 180 teaching hours or 225 non-teaching hours.

In recent years, additional work has been allowed during the summer, subject to a separate agreement between CUNY and the PSC.