

# **GRADUATE ASSISTANTS AND FELLOWS**

## **Know Your Rights And Benefits**

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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). Summer workload is subject to a separate agreement between 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 salary schedule.)

**Health Care** Shortly, CUNY will offer New York State Student Employee Health Plan coverage to matriculated CUNY doctoral students who are also employed at CUNY under the titles Graduate Assistant, Adjunct, Non-teaching Adjunct I and II, or Adjunct College Laboratory Technician. The plan is comprehensive and offers family as well as individual coverage at relatively low cost to the student. Doctoral students employed at CUNY in titles eligible for the NYS Student Employee Health Plan will no longer be eligible for adjunct health insurance through the PSC-CUNY Welfare Fund. For more information contact the Human Resources Office at the Graduate Center.

**Observations** Observations of members of the teaching staff should be conducted during the first ten weeks of a semester for your first 10 semesters at a college. You must have at least 24 hours' notice before an observation by a member of your department. The observer will submit a written observation report to the chair within one week. The chairperson should schedule a post-observation conference (including the employee and the observer) within two weeks of receipt of the written observation report. If the observation or the post-observation conference is not held within these times, you must file a request with the chairperson within 10 working days or lose your rights to have one conducted. Requests for a third party at the post-observation conference may be made to the chairperson. You should receive a written report of the observation and the post-observation conference 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 evaluation in your file. If you refuse to initial any document after having been given an opportunity to read it, a statement to that effect may be affixed to the document. After 10 semesters of required observations, you may be observed at the request of your chairperson or yourself.

**Evaluations** At least once each year, all teaching faculty including graduate assistants are required to have an annual evaluation conference. Within ten days of the conference, you should receive a record of the conference which is also placed in your personal file. If the overall evaluation is unsatisfactory, the memorandum shall so state. In such case, you have the right to request to appear in person before the department Personnel and Budget Committee. If your annual evaluation is not scheduled by March 1, you must file a request with the chairperson within 10 working days or lose your right to have one conducted. After four semesters of service, annual evaluations shall be at the request of the chairperson or the employee. If at the request of the faculty member, annual evaluations may not be conducted more than once every four semesters.

**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 an adjunct grievance officer at 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.

## Salary Schedule

### *Graduate Assistant A*

	<u>10/06/08</u>	<u>10/20/09</u>
Step 1	\$20,195	\$20,801
Step 2	\$20,967	\$21,596
Step 3	\$21,773	\$22,426
Step 4	\$22,916	\$23,604
Step 5	\$24,215	\$24,942
Step 6	\$25,128	\$25,882
Step 7	\$26,424	\$27,217
Step 8	\$27,338	\$28,158
Step 9	\$28,254	\$29,102
Step 10	\$29,172	\$30,951

### *Graduate Assistant B*

	<u>10/06/08</u>	<u>10/20/09</u>
Step 1	\$10,525	\$10,841
Step 2	\$10,911	\$11,238
Step 3	\$11,314	\$11,654
Step 4	\$11,880	\$12,236
Step 5	\$12,533	\$12,909

Step 6	\$12,992	\$13,382
Step 7	\$13,649	\$14,058
Step 8	\$14,106	\$14,529
Step 9	\$14,566	\$15,003
Step 10	\$15,024	\$15,940

**Graduate Assistant C**

	<u>10/06/08</u>	<u>10/20/09</u>
Step 1	\$15,361	\$15,822
Step 2	\$15,941	\$16,419
Step 3	\$16,542	\$17,038
Step 4	\$17,398	\$17,920
Step 5	\$18,374	\$18,925
Step 6	\$19,061	\$19,633
Step 7	\$20,035	\$20,636
Step 8	\$20,723	\$21,344
Step 9	\$21,408	\$22,050
Step 10	\$22,098	\$23,446

*Updated 10/08*