

Processing Instructional Student Assistants (ISA)

Information provided by Academic
Personnel
Updated 9/1/07

Items of Discussion

- How to Determine if Student Should Be Hired as ISA
- ISA101 Form Requirements
- New Hire/Rehire Process
- Reporting Hours for Pay - ISA Pay Form
- General Salary Increase for 07/08
- Mustang Jobs
- Union Dues
- Evaluation Process
- Questions

Identifying if ISA

- Use the guidelines on the back of the ISA101.
- The ISA classification is for students who perform:
 - Grading (knowledge base of subject matter, not multiple choice grading)
 - Tutoring
 - Teaching (assists Instructor of Record)

Identifying if ISA (cont'd)


| ISA GUIDELINES | |
|--|--|
| Definitions and examples of instructional student assistants for instruction, grading and tutoring | |
| 1. INSTRUCTING (must meet several tests): | a) The work performed by the student requires specific, advanced knowledge of the course content. b) The student would be implementing the faculty member's course content and methodology. c) The faculty member would be providing appropriate supervision to ensure that the student's work supports the course content/methodology. Examples of instruction: leading discussion groups or performing demonstrations that require the possession and application of academic knowledge directly related to the subject matter and course syllabus. |
| 2. GRADING: | Assessment of student work requiring specific academic knowledge directly related to the subject matter with authority to assign a grade (i.e. test or assignment grades) within a range of points. |
| 3. NOT GRADING: | a) Applying a key provided by the instructor to an objective test, calculating a result, and providing it to the instructor or entering it onto a grade roster. b) Feeding scantrons into a reader and forwarding the machine's output to the faculty member or entering the results on a grade roster. |
| 4. TUTORING: | Definition: Individual or group instruction requiring advanced knowledge of discipline or subject matter (e.g. math or language tutors) Examples: a) Instructing students in use of computer software that is targeted specifically to the curriculum of a course. b) Guiding the use of equipment which requires subject matter-specific knowledge and competence (i.e. guiding the use of a scanning electron microscope in the context of demonstrations and oversight). |
| 5. NOT TUTORING: | Instructing students in how to use computer software in a general-use lab. |
| Additional information: | |
| An ISA may have more than one ISA assignment within a department. Identify the names of the supervisors on the ISA101. | |
| An ISA may have more than one rate of pay within a department for different job duties. An example would be an ISA in the Math Department who grades at \$10/hour and tutors at \$12/hour. | |

General ISA Rules

- Students can work concurrently as an ISA and Student Assistant –
 - Must keep them separate – do not combine ISA and Student Assistant hours
- Do NOT hire ISAs as Student Assistants, regardless of the ease in using the Student Pay System – this will result in unfair labor practice
- Students must be enrolled to be eligible for an ISA position
- If enrolled in sufficient units (6 undergraduate; 4 graduate), ISAs will be exempt from paying into Retirement and Medicare
- If not enrolled in sufficient units, ISAs will be required to pay into Retirement and Medicare
- If working during quarter break, ISAs will be required to pay into Retirement and Medicare
- Summer Qtr – considered a break period. ISAs can, but are not required to be enrolled. Same rules apply for retirement and Medicare.

Completing ISA101 Form

- Completed ISA101 forms are due to Academic Personnel by the 3rd week in which the quarter starts, i.e; Fall07 forms are due Sept 24, Wtr08 forms are due Jan 22, etc

|  ISA 101 <small>INSTRUCTIONAL STUDENT ASSISTANT (ISA) APPOINTMENT RECORD (Job Code 1150, 1154) http://www.academic-personnel.calpoly.edu → Forms Tab</small> | |
|---|--|
| Instructions: • If student is grading, tutoring or teaching, complete the ISA101. A student may have concurrent ISA position and Student Assistant position within a department. A student may also may have two different rates of pay within a department if their duties are significantly different, e.g: a grader may be paid \$10/hr and a tutor paid \$12/hr. • Must complete a separate ISA101 for each quarter | |
| Name of Student: _____ PS Empl ID: _____ Dept: _____ Dept ID: _____ Position #: _____ ISA WORK DUTIES: <input type="checkbox"/> Grade <input type="checkbox"/> Tutor <input type="checkbox"/> Teach | Supervisor(s): _____ _____ _____ |
| 1. Check applicable quarter <input type="checkbox"/> Summer 2007 June 21, 2007 – August 31, 2007 <input type="checkbox"/> Fall 2007 September 10, 2007 – December 8, 2007 <input type="checkbox"/> Winter 2008 January 7, 2008 – March 24, 2008 <input type="checkbox"/> Spring 2008 April 1, 2008 – June 14, 2008 Complete a separate ISA101 for each quarter | |
| 2. Hourly Rate of Pay: \$ _____ NEW HOURLY RATE? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, indicate old hourly \$ _____ | |
| 3. Work Study: <input type="checkbox"/> YES <input type="checkbox"/> NO If work study, the work study amount will be monitored on the ISA timesheet. Must be ≥ 6 WTUs for Undergrad, ≥ 4 WTUs for Grad. | |
| 4. Enrolled in sufficient Units <input type="checkbox"/> YES <input type="checkbox"/> NO (≥ 6 WTUs for Undergrad, ≥ 4 WTUs for Grad) If NO, ISA will be required to pay into retirement and Medicare as well as regular taxes. ISA must be enrolled to work as an ISA during the Fall, Winter and Spring terms. <input type="checkbox"/> Working Summer term and NOT enrolled: An ISA can work during Summer term and not be enrolled, only if ISA was enrolled in the prior Spring term (will be required to pay into retirement and Medicare as well as regular taxes). | |
| ISA PAY REQUEST FORM: ISA Pay Request Forms are due to Payroll the first working day of the Payroll Calendar Month following the month in which the ISA has worked. The ISA Hourly Worksheet located on the Academic Personnel website can be used to track hours and hourly rates for multiple supervisors. Complete a separate ISA Pay Request Form for each hourly rate of pay. | |

Completing ISA101 Form (cont'd)

- If this is the initial hire for the student (no prior student or other paid positions at Cal Poly)
 - Then student will need to bring the ISA101 form to Payroll Services
 - NOTE: the student will need to bring proper identification to complete the I-9 (Employment Eligibility Verification)
 - Their social security card and Driver's license or passport is required
 - **DO NOT** have the student start working before the I-9 is completed.
 - If the Student is not able to complete the I-9, Payroll must be notified immediately
 - If the I-9 is not completed within 3 days of employment, the student cannot be paid for hours worked prior to the 3 days from the date in which the I-9 was completed.
- Hourly pay rate can vary per supervisor
 - If hourly rate is the same for all supervisors, then provide one ISA101 form per department listing all supervisors
 - If hourly rate is different for supervisors, then provide a separate ISA101 for each hourly rate
- A new ISA101 form must be completed for each quarter
 - Reason – Must monitor the number of units the student is enrolled in.

Reporting Hours Worked

- Work Hours
 - Max hours is an average of 20 hrs/wk
 - Max hours during quarter break is 40 hrs/wk
- Pay Cycle
 - ISAs are paid on the 10th of the month
 - Student Assistants are paid on the 1st of the month.
- ISA Pay Forms are due to Payroll by the 1st of the month
- Reporting Hours – go to Payroll website
 - <http://www.afd.calpoly.edu/Payroll/Proced.htm>

ISA Pay Form Enrolled in Sufficient Units

| CAL POLY SAN LUIS OBISPO | | | | | | | | |
|---|---------------------------------------|--------|---------|-----------|---|--------|----------|-------|
| 2007 Instructional Student Assistant (ISA) Pay Form | | | | | | | | |
| 000 | THIS FORM MUST BE FILLED OUT IN EXCEL | | | | | | | |
| ORGANIZATION | PAYCHECK DELIVERY UNIT | | | | People Soft Employee Record # for Regular Hours | | | |
| Department Name | Employee Name | | | | **People Soft Employee Record # for Break Hours | | | |
| Employee ID (not your social security number) | Pay Period | | | | September | | | |
| WEEK 1 | | | | | | | | |
| REGULAR/BREAK HOURS WORKED | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
| | | | | | | | | 0 |
| WEEK 2 | | | | | | | | |
| BREAK HOURS WORKED | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 0 |
| WEEK 3 | | | | | | | | |
| BREAK/REGULAR HOURS WORKED | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 0 |
| WEEK 4 | | | | | | | | |
| REGULAR HOURS WORKED | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 0 |
| WEEK 5 | | | | | | | | |
| REGULAR HOURS WORKED | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 0 |
| WEEK 6 | | | | | | | | |
| REGULAR HOURS WORKED | 29 | 30 | 31 | | | | | 0 |

ISA Pay Form NOT Enrolled in Sufficient Units

| CAL POLY SAN LUIS OBISPO | | | | | | | | |
|--|---------------------------------------|--------|---------|-----------|--|--------|----------|-------|
| 2007 Instructional Student Assistant (ISA) Pay Form - NOT ENROLLED IN SUFFICIENT UNITS | | | | | | | | |
| 000 | THIS FORM MUST BE FILLED OUT IN EXCEL | | | | | | | |
| ORGANIZATION | PAYCHECK DELIVERY UNIT | | | | People Soft Employee Record # for ALL Hours Worked | | | |
| Department Name | Employee Name | | | | | | | |
| Employee ID (not your social security number) | Pay Period | | | | September | | | |
| WEEK 1 | | | | | | | | |
| BREAK HOURS WORKED | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
| | | | | | | | | 0 |
| WEEK 2 | | | | | | | | |
| BREAK HOURS WORKED | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 0 |
| WEEK 3 | | | | | | | | |
| BREAK/REGULAR HOURS WORKED | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 0 |
| WEEK 4 | | | | | | | | |
| REGULAR HOURS WORKED | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 0 |
| WEEK 5 | | | | | | | | |
| REGULAR HOURS WORKED | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 0 |
| WEEK 6 | | | | | | | | |
| REGULAR HOURS WORKED | 29 | 30 | 31 | | | | | 0 |

07/08 General Salary Increase

- 4% GSI effective Oct 1, 2007
- ISA min wage will be \$10/hr
 - Do not include GSI in hourly rate for Fall Qtr assignments
 - The State Controller's Office (SCO) will automatically increase the hourly rate by 4% or \$10/hr, whichever is greater.
 - The min hourly rate that will convert to \$10 is \$9.62
 - SCO will post the GSI sometime within the first 2 weeks of October
 - Once the 4% GSI is posted, any new ISA101s should include the GSI in the hourly rate

CSU-UAW CBA Article 2

- The University **shall** create and maintain a **central website** on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available.
- Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s).

Mustang Jobs

- **Mustang Jobs** will be used for all student job postings at Cal Poly (on campus and off campus)
- Access Mustang Jobs through the **my.calpoly.edu** portal **main** tab (next slide)
- Create a portfolio before posting jobs
- Can add text and attachments
- Career Services supports Mustang Jobs

ISA/TA/GA Job Postings

- Unit 11 positions will be posted on the Mustang Jobs website
 - Use the link on the Portal



Unit 11 Posting Shall Contain

1. An employment non-discrimination statement.
2. A general description of the duties performed by each of the classifications covered by the agreement.
3. The "minimum qualifications" by classification as established by and at the sole discretion of the University.
4. A statement indicating that exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.
5. Application procedures or hiring unit contact person for bargaining unit positions.
6. Hiring criteria for each classification.
7. Percentage or hours of appointment, when known.
8. Deadlines for application and procedures for notification.

Example Employment non-Discrimination Statement (1)

“California Polytechnic State University is an equal opportunity employer and is committed to compliance with all applicable laws providing equal employment opportunities.”

Example for General Description of Duties (2)

"Instructional Student Assistants provide tutoring, grading or instruction to other CSU students for 50% or more of their work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. In this appointment, the incumbent will..."

"Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. In this appointment, the incumbent will..."

"Typical activities of Graduate Assistants may include: (1) assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students; (2) providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants. In this appointment, the incumbent will..."

Example for Minimum Qualifications (3)

"The minimum qualification for an Instructional Student Assistant is admission or registration as a CSU student."

"The minimum qualifications for Teaching Associates include: The equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned. Knowledge of the subject matter of the discipline to which the individual is assigned. The ability to relate well to others within the academic environment and ability to instruct and evaluate students."

"The minimum qualifications for Graduate Assistants are: (1) Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. (2) Knowledge of the subject matter of the discipline in which the individual is assigned. (3) Ability to relate well to others within the academic environment. (4) Ability to supervise, assist and train students. (5) Ability to assist faculty in the conduct of special projects/research within the discipline. (6) An initial appointment requires the evidence of satisfactory achievement in previous academic work. Subsequent appointments require the evidence of satisfactory progress toward completion of the degree."

Posting Shall Contain

4. A statement indicating that exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.
"Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University."
5. Application procedures or hiring unit contact person for bargaining unit positions.
 - Fill out attached application
 - Email resume to Department office
6. Hiring criteria for each classification.
7. Percentage or hours of appointment, when known.
8. Deadlines for application and procedures for notification.

Department Advertisements

- Departments or other hiring units may also post information regarding open hire positions.
- Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Union Dues

- Fair Share contributions will be deducted monthly
- ISAs will be contacted by the UAW
- If the ISA joins the union, the amount of the union dues is greater than the Fair Share amount
- If the student has issues or concerns regarding Union dues please have them email
 - Al Liddicoat, Assistant to the Associate Vice President of Academic Personnel, at
 - aliddico@calpoly.edu

Evaluation of Unit 11 Employees

(Teaching Associates, Graduate Assistants and ISAs)

- Managed by the chair of the faculty supervisor
- Chair will need to communicate in writing
 - Evaluation Criteria
 - Schedule for evaluation
 - Procedure for written employment evaluations within 14 days of appointment period
- Student employee may submit a rebuttal statement within 14 days of receipt of evaluation (rebuttal will be attached to the evaluation)
- Content of evaluation shall not be subject to the grievance procedure
- Procedural requirements of provisions of this article are subject to the grievance procedure

Contacts for Form Completion

- ISA Form completion questions –
 - Call Academic Personnel
 - Carol Sammons 6-5228 or
 - Sharon Chan 6-5281

- ISA Pay Form completion questions –
 - Call Payroll Services 6-2606

References

- UAW Collective Bargaining Agreement
 - http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml

- Hourly time sheet
 - <http://www.afd.calpoly.edu/Budget/cmsfinance.htm>

- ISA Form and Guidelines
 - <http://academic-personnel.calpoly.edu/pdf/ISA101.doc>