

## **WELCOME TO THE PSC & GC CHAPTER!**

As an employee of The City University of New York in the title Graduate Assistant, your wages, benefits, and working conditions are negotiated and defended by your union, the Professional Staff Congress, which also represents faculty (including adjuncts) and most professional staff. The newly negotiated changes in pay and benefits for Graduate Assistants are covered in this pamphlet, as are continuing benefits. We welcome you, and urge you to participate actively in our collective struggles. **Please make sure to sign a green membership card** or join at <http://psc-cuny.org/about-us/form/join-psc>

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. **To join, you must sign a green authorization card.** 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 all employees, is deducted. (For more info, see <http://psc-cuny.org/clarion/december-2014/who-psc>)

### **You Are Entitled and Encouraged to Participate in the Graduate Center Union Chapter.**

(You are eligible to join the faculty chapter at the campus where you work, if you prefer.) Our union chapter has regular chapter meetings. Many departments have a union representative to answer and help address concerns and complaints. If you would like to be a department representative or become part of our chapter’s organizing or decision-making efforts, including our contract campaign for better wages, rights, and benefits, contact one of the chapter’s officers (listed on front), using a non-CUNY email address.

### **Your “Weingarten” Right to Union Representation**

Before or during any meeting with a management representative such as a department chairperson, supervisor or affirmative action officer, that you believe may have disciplinary or negative consequences for your employment, you may request that a union representative join you. At that point, the meeting must be delayed and rescheduled until a union rep is available. If the management representative refuses to end the meeting you may refuse to participate if your request is not honored. You may consult with that union rep before or at any time during a meeting.

### **Complaints & Grievances**

If you have questions or concerns about your wages, work assignments, or benefits, immediately contact the GC Grievance Rep, a chapter officer, or a grievance officer at the union headquarters at 212-354-1252. Based on the circumstances, under Article 20 of the contract we may initiate:

- An informal complaint: an informal claim by an employee or the PSC of improper, unfair, arbitrary or discriminatory treatment, or
- A formal Grievance: a claim that there has been:
  - 1) a violation, misinterpretation, or improper application of a term of the PSC-CUNY contract;
  - 2) an arbitrary or discriminatory application of, or a failure to follow, the CUNY Bylaws or its written policies or GC Governance policies related to terms and conditions of work.

\* Grievances/complaints must be filed within 30 workdays, from when you become aware of a problem.

### **Pay Raises**

You will receive a contractual pay raise of 1.5% on 4/20/17. On January 1 of your 2nd thru 5th year of work, you advance to the next “step” in the salary schedule.  
(See back for current salary schedule and steps.)

### **Health Care**

Graduate Assistants are eligible for New York State Student Employee Health Insurance Plan (NYSHIP) coverage, including family coverage. For more information contact the Human Resources Office at the Graduate Center.

### **Workload**

The work year is defined as the academic year (Sept.-August). Summer workload is subject to a separate agreement between CUNY and the PSC. Actual teaching loads and conditions of work often vary on different campuses and departments. If you believe you have been assigned an excessive workload or student load, unreasonable schedule, or inappropriate work, contact the chapter Grievance Rep. or the PSC Office.

**Maximum Work “Hours”:** The PSC contract specifies maximum workloads for GA work, and caps on hours you can work in other P/T titles at CUNY. GA(A)s may work a maximum of 240 contact teaching hours\* or 450 non-teaching hours\*\* in a work year with no additional work allowed. GA(B)s may be assigned a maximum of 120 teaching hours or 225 non-teaching hours. If a GA(B) also works as an Adjunct or Non-Teaching Adjunct, the combined assignments may not

exceed 240 teaching hours or 450 non-teaching hours. GA(C)s 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. GA(D)s 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.

\* A 3-credit course is considered 45 teaching hours.

\*\* Non-teaching hours should be calculated and paid based on actual hours of work.

### **Teaching Observations**

At least one observation should 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 assigned 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 (including the employee and the observer) within two weeks of receiving the written report. 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. Requests for a member of your department to attend the post-observation conference may be submitted to the chair. 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. See Article 18 of the contract for specific provisions. (Different rules apply for teaching adjuncts.)

### **Evaluations**

GAs must have an annual evaluation conference at least once each year. Within ten working days from the conference, you should receive a record of the conference, which is placed in your personal file. If the overall evaluation is unsatisfactory, 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 grieve non-compliance with these requirements. (Different rules apply for teaching adjuncts.) See Article 18 of the contract for specific provisions.

## **Appointment and Reappointment to GA Work**

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 than one year. GA appointments cannot be made for more than five total years of work. 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. The employment, retention, evaluation or assignment of Graduate Assistants is not subject to the grievance procedure, to the extent that it is based upon their status, progress, and evaluation as graduate students.

## **Sick Days**

GAs are entitled to sick leave of twenty (20) calendar days per year under article 16 . Immediately notify a GC union officer or contact the PSC office if you are denied paid sick leave.

## **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 a GC union officer or Grievance Rep.

## **Jury Duty**

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

## **Other Issues**

If you have a question or concern, please contact a GC union officer or Grievance Rep. or contact the PSC office at 212-354-1252 and speak with a Grievance Counselor.

## **Professional Staff Congress/CUNY**

Barbara Bowen, President

Michael Fabricant, 1st Vice President

Nivedita Majumdar, Secretary

Sharon Persinger, Treasurer

## **Salary Schedules**

(effective 4/20/16)

all wages will rise by 1.5% on 4/20/17

### **Graduate Assistant A**

Step 1	\$22,628
Step 2	\$23,494
Step 3	\$24,396
Step 4	\$25,677
Step 5	\$27,133
Step 6	\$28,155
Step 7	\$29,608
Step 8	\$30,632
Step 9	\$31,659
Step 10	\$33,670

### **Graduate Assistant B**

Step 1	\$11,792
Step 2	\$12,226
Step 3	\$12,679
Step 4	\$13,311
Step 5	\$14,042
Step 6	\$14,557
Step 7	\$15,294
Step 8	\$15,806
Step 9	\$16,322
Step 10	\$17,340

### **Graduate Assistant C**

Step 1	\$17,213
Step 2	\$17,861
Step 3	\$18,534
Step 4	\$19,494
Step 5	\$20,588
Step 6	\$21,358
Step 7	\$22,448
Step 8	\$23,218
Step 9	\$23,987
Step 10	\$25,505

### **Graduate Assistant D**

Step 1	\$5,190
Step 2	\$5,472
Step 3	\$5,772
Step 4	\$6,088

## **GRADUATE ASSISTANTS**

### **Know Your Rights and Benefits**

**Workload**

**Salary Schedule**

**Health Care**

**Observation & Evaluation**

**Complaints & Grievances etc.**

### **Professional Staff Congress/CUNY**

**61 Broadway, 15<sup>th</sup> floor**

**New York, New York 10006**

[www.psc-cuny.org](http://www.psc-cuny.org)

212-354-1252

### **Graduate Center Chapter Officers and Representatives:**

Luke Elliott-Negri, Chair

[lukeelliottnegri@gmail.com](mailto:lukeelliottnegri@gmail.com)

Penelope Lewis, Vice Chair

[pennywlewis@gmail.com](mailto:pennywlewis@gmail.com)

David Chapin, Secretary

Chloe Asselin, Liaison

[chloe.asselin@gmail.com](mailto:chloe.asselin@gmail.com)

Marc Kagan, Grievance Rep

[marckagan@aol.com](mailto:marckagan@aol.com)

Tahir Butt, Delegate

[Tahir.but@gmail.com](mailto:Tahir.but@gmail.com)

Jeremy Sawyer, Delegate

[jeremy\\_ek@yahoo.com](mailto:jeremy_ek@yahoo.com)

**Susan DiRaimo,**

**Vice-President of Part-Time Personnel**

[sdiraimo@pscmail.org](mailto:sdiraimo@pscmail.org)

The union contract is available to you at

<http://psc-cuny.org/contract>