

## 2022-GSR Appointment Letter

Date

Dear <Student Name>

Congratulations! You have been selected for the following position(s):

<Term> <Beginning and end Dates> as a <position title> <title code> for a <appointment percentage> with <dollar> monthly salary, which equates to a quarterly salary of <dollar amount> in the <hiring unit name>, with <faculty member name>. The work location shall be \_\_\_\_\_.

### **Salary**

The effective date for all Graduate Student Researcher (GSR) title salary wage ranges/rates shall coincide with that first full pay period in the Fall term commencing with October 1st for monthly paid employees and the first pay period commencing after October 1st for bi-weekly paid employees.

\*This salary may change pursuant to the Collective Bargaining Agreement between the University and the UAW.

### **Collective Bargaining Agreement**

This position is covered by a collective bargaining agreement between the University and the UAW. Pursuant to the Agreement, your name and departmental address will be released to the UAW, which is your exclusive bargaining representative, each term that you are employed in the bargaining unit. The Agreement can be retrieved electronically at <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html> .

### **Percentage of Effort**

Graduate students enrolled full time may be employed up to 50% during the academic year. For further details see the general catalog, under Graduate Education, at <https://www.ucsd.edu/catalog/> .

### **All Gender Restrooms and Lactation Support**

A Graduate Student Researcher who anticipates a need for access to an all-gender restroom during the course of the appointment and/or lactation support, should review the relevant article for the applicable process, and make the request as early as possible.

### **Brief Statement of Work Duties**

A Graduate Student Researcher will perform duties as assigned in the lab of <faculty member name>

### **Accommodations**

Graduate Student Researchers who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with the Reasonable Accommodation Article.

### **Partial Fee Remission and Health Insurance**

Graduate students with academic appointments totaling 25% time or more for an entire given quarter or semester are entitled to participate in the University's Partial Fee Remission Program for Tuition and Student Services Fees and remission of Non-Resident Supplemental Tuition as outlined in the Fee Remission Article.

Graduate students with academic appointments totaling 25% time or more are entitled to a full Student Health Insurance Plan (SHIP) Premium Remission and other applicable benefits as set forth in the Agreement. Please check the agreement for the specific eligibility requirements and amounts of each remission.

If you have waived the Student Health Insurance Plan (SHIP) in previous quarters, but now you would like to participate in SHIP, you must notify the Student Health Insurance Office by email ([ship3@ucsd.edu](mailto:ship3@ucsd.edu)) within two weeks from the date of this letter to request that your waiver be canceled. Waiver cancellation requests will not be accepted after this deadline.

Graduate students registered in a self-supporting or professional degree program with academic appointments totalling 25% or more shall be eligible to receive a partial fee remission equivalent in dollar amount to what an eligible GSR enrolled in a state-supported program would receive for tuition and student service fee.

### **Childcare Reimbursement and Depcare Programs**

Graduate students with academic appointments totaling 25% time or more are entitled to participate in the Childcare Reimbursement Program and Depcare Program as outlined in the relevant Article of the agreement. Eligibility and documentation requirements may be found on the Division of Graduate Education & Postdoctoral Affairs website <http://grad.ucsd.edu/financial/employment/benefits/support-for-student-parents.html> .

### **Hiring Unit Contact**

Should you have any questions regarding your appointment, please contact **<department contact name>** at **<telephone number>** or **<email address>**.

### **Personal Time Off**

A GSR with an appointment of 25% or more for a minimum of one full month is eligible to use personal time off with pay. The personal time off shall be 12 workdays for a full year, which will be prorated a day per month for every full month of appointed service. Based on the number of months in this appointment, you are eligible for **<number of days>** day(s) of Personal Time Off.

### **Accepting the Offer**

Please use the online form at the link below as soon as possible, but no later than <date specified by the hiring unit> to indicate whether you will accept these appointments. Failure to accept this offer as set forth above by this date may nullify the offer in its entirety except as otherwise specified in the contract <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html>

### **New Hire Paperwork**

Graduate Student Researchers employed for the first time at UC San Diego may not begin work until they have completed new hire paperwork. This must be done **on or before** the appointment start date as set forth in this appointment letter. **PLEASE NOTE:** If you do not complete new hire paperwork **on or before** your appointment start date, the date on which you complete new hire paperwork will become your revised appointment start date and the pay will be adjusted accordingly.

By accepting this appointment, you are agreeing to start by the date set forth in this letter. Any changes to your appointment start or end dates will need to be approved by your <hiring administrator/hiring department> after written approval by your faculty supervisor.

### **Employment File**

Graduate Student Researchers will have an employment file and new material may be added to the file over the course of employment. Graduate Student Researchers may access their file by contacting the hiring unit contact in the employing department.

### **UAW Orientation**

Graduate Student Researchers employed for the first time must attend the mandatory New Employee UAW Orientation. If you have not previously attended a UAW GSR orientation, please plan on attending the next available session at the beginning of <term>.

<Provide UAW Orientation date, time, location if known>

### **UAW Contact**

Graduate Student Researcher Employees may contact the UAW for assistance. The UAW 2865 website is <https://uaw2865.org/>. Contact information and Membership Election Form can be found at this URL as well.

Thank you.

**cc: Employment File**

