



Congratulations on your new position!

You have been hired as an Academic Student Employee (ASE) at WSU. ASE employment is subject to the terms and conditions of employment in the [Contract](#). You may view your employment information including job title, rate of pay, hours worked, employment term, and other employee and payroll information in your [Workday](#) account. This information was also included in your appointment offer letter.

In accordance with the [Contract](#), this memo is to advise you that your position is union represented and covered under the Contract, and to provide an overview of your rights and responsibilities.

EMPLOYMENT PROVISIONS

Required Training

University-required trainings are described on the [Human Resource Services \(HRS\) Learning and Organizational Development](#) website. Graduate School requirements are listed in the [Training Requirements](#) section of the Graduate Student Assistantships webpage. Departments may require additional training based on position duties and are responsible for ensuring that students on assistantship complete all required trainings before the deadlines and that the trainings are renewed as appropriate. International ASEs who will be appointed as a Teaching Assistant (TA) must meet the minimum spoken [English language proficiency](#) requirement. Graduate programs may require ASEs to achieve higher scores than the minimums. See [graduate degree programs](#) for individual requirements.

Workload

Assistantship appointments typically run the academic year (August 16 through May 15). In some situations, appointments may run for a single semester. ASEs with a 50% appointment are to work (or take approved leave, see below) an average of 20 hours per week over this entire period, even when classes are not in session. The workload for individuals on alternate percentage appointments is directly proportional to that of an individual on a 50% full-time equivalent (FTE) appointment. Employees on hourly appointments are expected to work the number of hours outlined in their appointment letter.

Job Descriptions

Departments are responsible for providing job descriptions outlining ASE duties. ASEs are responsible for reviewing and performing the duties outlined on the job descriptions and are encouraged to discuss any questions about duties with their supervisor.

Personnel Files

Employees' personnel files are located at their home department. Please contact your supervisor for access to your employment personnel file.

Health, Dental, Vision Insurance

Salaried ASEs are eligible for Graduate Student Assistant Insurance for medical, dental, and vision coverage. Detailed information about this plan can be found on the [Cougar Health Services](#) website.

Voluntary Retirement Participation

ASEs are eligible to participate in the [Voluntary Investment Program](#) (VIP), a 403(b) plan, and the [Deferred Compensation Program](#) (DCP), a 457(b) plan, as allowed under federal and state law.

Vacation time off

Salaried ASE's (Graduate Assistants only) receive paid vacation time off awarded at the start of each appointment period in accordance with [Article 28](#) of the Contract. Hourly employees and those on activity-based appointments (PAP) are not eligible for paid vacation time off. Unless otherwise approved, vacation time off must be used in four-hour increments during academic semester breaks or as otherwise mutually agreed upon by the ASE and their supervisor. Vacation time off requests are to be approved by the supervisor prior to the time being taken off.

Union Representation under the Washington State University (WSU)/ United Autoworkers (UAW) collective bargaining agreement (Contract)

Sick Leave time off

Salaried ASEs (Graduate Assistants) receive paid sick leave awarded at the start of each appointment period in accordance with [Article 30.1](#) of the Contract. Hourly ASEs accrue one (1) hour of paid sick leave for every forty (40) hours worked. Those on activity-based appointments (PAP) are not eligible for paid sick leave time off. Sick leave time off may only be used for reasons described in [Article 30.1.3](#). When ASEs need to be absent from work for sick purposes, they are to provide notice of the request to their supervisors as soon as the need is known.

Requesting Time Off

ASEs are to provide written notice (i.e., email, text, IM, Workday) to their supervisors in advance of the requested time, as soon as the desire/need is known. If an ASE is requesting vacation, they are to provide a work plan for any duties assigned and/or expected to be performed during their time off with their request. Accurate time offs must be entered into Workday each pay period for which an ASE takes time off. See Workday Knowledge Base [Employee Request and Correct Time Off](#) for detailed instructions.

All Gender Restrooms [WSU Everett](#) [WSU Pullman](#) [WSU Spokane](#) [WSU Tri-Cities](#) [WSU Vancouver](#)

See the [Contract](#) for additional employment provisions such as professional development, holidays, child and dependent care, short term parental and other leaves.

UNION INFORMATION

[Union Representatives](#) and [Stewards/Representatives](#) information received from the UAW is posted on the Labor Relations website. This notice is specifically related to representation under the Contract. Questions related to union membership (dues, participating in union activities, etc.) are to be directed to the UAW.

Union New Employee Meetings

The Union is provided thirty (30) minutes to communicate with new bargaining unit members and discuss/distribute materials, including Union membership applications and dues deduction authorization forms. In the event a new ASE is unable to participate in an employment orientation, the Union will be allowed a thirty (30) minute period during the new ASE's first ninety (90) days to conduct an orientation meeting. New employee time at these optional meetings is considered time worked. New employees are encouraged to attend these meetings for union questions. This is separate from any University employee orientation.

RIGHTS and RESPONSIBILITIES

You are responsible for fully reviewing the [Contract](#) to understand the rights and responsibilities of your terms of employment, including review and compliance with [Contract](#) terms and conditions. The Contract supersedes conflicting provisions of University policies with which it conflicts. University policies, rules, regulations and procedures, as currently written or amended, apply to all employees if they are not superseded by a specific provision of this Contract.

Please contact HRS Labor Relations at hres.labor@wsu.edu regarding questions you may have about this memorandum or the Contract. This information may be updated periodically. Please review [Employee Resources](#) for updates. Should you have questions regarding Union membership, you may contact the union as noted above. Please visit the HRS [Labor Relations website](#) to view an electronic version of the Contract.

NONDISCRIMINATION STATEMENT

WSU prohibits sex discrimination in any education program or activity that it operates complaint with Title IX. Inquiries regarding Title IX and reports of sex discrimination can be directed to the [WSU Title IX Coordinator](#). More information on WSU's policies and procedures to respond to discrimination and harassment are available here: [Nondiscrimination statement](#).