

**ACADEMIC STUDENT EMPLOYEE (ASE) SUPERVISOR QUICK GUIDE**

Academic Student Employees are subject to the terms and conditions of employment in the Washington State University (WSU)/ United Auto Workers (UAW) collective bargaining agreement ([Contract](#)). This document provides important summary information for supervisors of ASEs. This is only a summary and further Contract review and Contract training are highly recommended.

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**EMPLOYMENT PROVISIONS**Job Descriptions

Job Descriptions are the foundation document outlining employee job duties and expectations. Departments are responsible for providing job descriptions outlining ASE duties two weeks before the beginning of the ASE appointment. 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. [Article 11](#)

Workload

Assistantship appointments typically run during the academic year (August 16 through May 15). In some situations, appointments may run for a single semester. Supervisors are to provide employees with duties commensurate with the job description and the appointment percentage. ASEs with a 50% appointment are to work (or take approved time off, 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. [Article 13](#)

Required Training

University-required trainings are described on the [Human Resource Services \(HRS\) Learning and Organizational Development](#) website. Graduate School requirements are listed on the Graduate School [Training Requirements](#) site. Departments may require additional training based on position duties and are responsible for ensuring employees complete required trainings, new and ongoing, before deadlines. International ASEs 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. [Article 32](#)

Mentorship Compacts

Mentorship plays an important role in the professional development of ASEs. A mentorship compact is a written agreement providing a structure for the employment supervisor to outline expectations from, and commitments to mentees, and vice versa. ASE supervisors are encouraged to form a mentorship compact. Mentorship compacts may be initiated by ASEs. Compacts may include performance expectations, relevant on-the-job training and activities, career advancement, support, communication, expectations regarding personal conduct, and interpersonal relationship expectations. [Article 33](#)

Progress Assessments

Annual Progress Assessments (Performance Evaluations) are to be performed. This employment assessment is an evaluation of the ASE's progress and accomplishments in their job duties related to research, teaching, and professional development. This is separate from any academic assessment. [Article 33](#)

Discipline

The University supports the resolution of job-performance issues through corrective action in the form of coaching, counseling and, where appropriate, performance improvement plans. Corrective action is not considered discipline but is rather an effort to resolve performance issues short of discipline. Performance Management guidelines are outlined in [Chapter 9 of the Graduate School Policies Handbook](#). [Article 16](#)

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## Personnel Files

Employees' personnel files are located in their home department. ASEs are to be notified by their department where and how to access to their employment personnel file. Personnel files are to be kept separate from academic records. Departments may keep personnel files in electronic or paper form. [Article 18](#)

## 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 submitted to and approved by the supervisor prior to time off being taken.

## 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

To request time off, ASEs are to provide written notice (i.e., email, text, IM) to their supervisors in advance of the requested time as soon as the need for time off is known. Departments are expected to respond in a timely manner. If an ASE is requesting vacation time off, they are to provide a work plan for any duties assigned and/or expected to be performed during their time off with their vacation request. Accurate time offs (sick, vacation, leave without pay) 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. ASEs are responsible for reviewing Workday notices to certify time offs submitted on their behalf.

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## **NEW EMPLOYEE UNION ORIENTATION MEETINGS**

The Union is provided thirty (30) minutes to communicate with new bargaining unit members and discuss/distribute materials. If 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. [Article 7](#)

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## **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](#).

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## **RESOURCES**

[WSU/UAW Contract Main Page](#)

### **Contract Questions**

HRS Labor Relations [hrs.labor@wsu.edu](mailto:hrs.labor@wsu.edu)

### **Graduate School Processes**

Graduate School [gs.finance@wsu.edu](mailto:gs.finance@wsu.edu)