

**Side Letter**  
**UC Berkeley – EECS and Data Science**  
**UGSI Fee Remission and Staffing Part A**

The University of California, Berkeley (“UC Berkeley”) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Local 2865 (“UAW” or “Union”) agree to the following terms and conditions to apply to undergraduate employees in the specific departments and courses as specified in this agreement.

**A. General Considerations**

- a. This Side Letter is only applicable to undergraduate students appointed to Academic Student Employee (ASE) titles, including any new titles created by this agreement, hired in courses in the Department of Electrical Engineering and Computer Sciences (EECS) and Data Science courses offered by Data Science Undergraduate Studies (DSUS).
- b. This agreement pertains only to the appointments named in this agreement and shall not be precedent setting on any other matter, waive, or modify any other provisions of the current collective bargaining agreement.
- c. **The provisions of this side letter shall apply to and modify the contents of Side Letter “UGSI Fee Remission and Staffing Part B” as agreed to by UC Berkeley and the UAW.**

**B. Side Letter Joint Labor Management Meetings**

- a. During the life of the agreement, the parties agree to meet at least one time per term to review the implementation and effectiveness of the Side Letter.
- b. The meeting shall include representatives from UC Berkeley, the Union, and undergraduate academic student employees for EECS and Data Science courses.
- c. The parties shall mutually develop the agenda of the meeting.

**C. Diversity in Hiring**

- a. **The University and the Union mutually agree that improving the representation of underrepresented minorities among hired bargaining unit members in EECS and Data Science is a priority.**
- b. **Both parties shall monitor progress towards this goal during the duration of the agreement. Evaluation and discussion of progress towards this goal shall be discussed at Side Letter Joint Labor Management Meetings.**

**D. EECS and Data Science Employee Orientations**

- a. Within one month of the beginning of each academic term, the Department and Union shall schedule a mandatory orientation meeting for each course staff **with more than ten (10) bargaining unit members** in EECS and Data Science. These orientations should be scheduled in conjunction with and as an integral part of a course staff meeting for each course, **as practicable**, preferably during the first such meeting held. **This does not require faculty members to create new course staff meetings to accommodate the Union Employee Orientation. It is up to the faculty member to determine which of the scheduled course staff meetings is available for scheduling the orientation.**
- b. **After one month but within two months of the beginning of each academic semester, the Department and the Union shall schedule a department-wide mandatory orientation for workers who did not attend a previous EECS and Data Science Employee Orientation in that semester.**
- c. EECS and Data Science Employee Orientations shall operate as per Section E, “Access for Purposes of UAW Orientation” of Article 28, Union Access and Rights, of the UAW 2865 Collective Bargaining Agreement unless otherwise modified by this agreement.

**E. Departmental Faculty Orientations**

- a. Within one month of the beginning of each academic year, **the Department** shall schedule an orientation meeting for faculty and instructors of record in EECS and Data Science. The Department shall be responsible for encouraging faculty and instructors of record to attend the orientation. **A limited number of union representatives shall be in attendance at the orientation to answer outstanding questions.**

**F. ASE Workload Management**

- a. **The assigned workload for ASEs is based on how many hours the supervisor could reasonably expect the bargaining unit member to satisfactorily complete the work assigned.**
- b. **ASEs shall initiate discussions with their supervisor as soon as they anticipate any workload related issues that would result in working over their assigned hours.**
- c. **The Department shall send an email notice once per academic term to all ASEs, ASE applicants, and department faculty stating:**
  - i. **The University has an interest in making sure that all of our academic student employees are assigned a workload that is commensurate with the work required. Working beyond the hours for which you are**

**appointed or regularly taking on job duties outside of your job title is not encouraged or expected, and does not confer any advantage in hiring, re-hiring, or promotion. If you anticipate any workload related issues that would result in working over your assigned hours, talk to your supervisor as soon as possible to remedy the situation. You may also contact your union representatives at [berkeley@uaw2865.org](mailto:berkeley@uaw2865.org).**

- d. The above notice shall be shared on job postings and application forms via an attached link.**