

Workload Rights for ASEs

Workload maximums limit our burden and ensure fair pay.

TAs/UCS2s

An N-hour TA/UCS2 must not work more than **17N** hours during the spring/fall semester, or 8N hours during a summer session. (The "17 week rule")

Tutors/UCS1s and readers

An N-hour tutor/UCS1/reader should **average** about **N hours per week** of work. This may be waived with the ASE's permission, but **all hours worked must be paid for**.

An ASE appointed to 20 hours or less must not work more than 40 hours in any week or 8 hours in any given day. The number of hours worked in excess of 20 hours per week may not total more than 77 hours per semester.

Count hours to catch issues and improve work-life balance.

- **All hours worked must be compensated.** This includes, prep time, meetings, waiting time in office hours, canceled tutoring sections, hiring work, pre- and post-semester logistics, and trainings and orientations, including the union orientation and required UC learning center courses.
- **Overwork counts as work and must be paid for.** Work is work even if it is optional, explicitly prohibited, or in excess of your appointed hours. It is the duty of the university to ensure that assigned, necessary, and performed work do not exceed workload maximums.
- **Tracking hours is encouraged for all ASEs.** Logging accurate hours is also required for all hourly ASEs. If you're a salaried ASE, you can find a helpful workload tracker at eecsdsstaff.org/hours-tracker. Logging hours can seem like a chore, but it is a valuable tool in maintaining a healthy relationship with your work.

Discuss issues for a healthier ASE-instructor relationship.

- **Bring up workload issues to your instructor as soon as possible.** Your instructor should either increase your appointed hours or decrease your assigned work.
- **Don't be afraid to talk about overwork.** Overwork does not originate from a personal shortcoming—it's most often caused by supervisor underestimates of how much labor is needed to operate a class. In fact, according to a spring 2023 survey, 55% of ASEs are overworked, with that number being significantly higher for first-time and hourly ASEs. Don't be afraid to talk about overwork—you're not alone.
- **Instructors value fairness and honesty.** Instructors do not want to create conditions where you're not being fairly compensated for your work. Additionally, when you don't report overwork, you put your instructor in a tricky moral and legal situation. Being honest with your instructor about how much you're working is the best way to create a healthy working relationship.

Contact your union for further assistance and information.

Contact us as berkeley+eecsds@uaw2865.org and get more info at eecsdsstaff.org.

If you can't resolve workload issues with your instructor, we can help you file an expedited workload grievance to resolve the issue in less than 10 days. If you have any other questions or concerns, or if you would like help talking to your instructor, we're also glad to help. Your union reps are undergrad ASEs in EECS and Data Science, just like you.

Know Your Rights: ASEs

Appointment Security

If you are offered and accept an ASE appointment, even "unofficially," you have the right to receive that appointment, an equivalent appointment, or compensation in lieu of your appointment.

Fee remission

Tutors/readers receive a refund of \$35 at < 10 hours or \$117.50 at 10+ hours. TA/UCS2s receive a partial refund of in-state tuition and all campus fees based on hours worked: 8 hours—40%, 10 hours—50%, 12 hours—60%, >12 hours—100%.

Wages

If you're a TA/UCS2, you have the right to be paid a salary and to receive experience-based increases for every 2 non-summer semesters of TA experience. Tutors/readers/UCS1s have a right to be paid an hourly wage for all hours worked, including overwork & canceled sessions.

Duties

If you teach discussion/lab/review sections, do admin/content work, or lead other ASEs, you have the right to be appointed and paid as a TA/UCS2. If you develop software or engage in any instructional duties, including Ed & OH, you have the right to be appointed and paid as a tutor/UCS1 or TA/UCS2.

Hiring

You have the right to be free from discrimination in appointment or reappointment. You have the right for your application to be considered by the department or instructor of record and to be free from undue influence or nepotism by ASEs engaging in hiring work.

Discrimination

You have a right to be free from discrimination on the basis of race, color, religion, marital status, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity, physical or mental disability, medical condition, HIV status, status as a veteran, age, citizenship, political affiliation, and union activity.

Discipline

You may be disciplined for just cause only. You have the right to have a union representative present at meetings where you reasonably expect to be disciplined, but you must request a representative be present.

Grievance & enforcement

You have a right to file a grievance if you believe your rights have been violated without retaliation from the university. You have the right to have your grievance be heard in a timely fashion and to be represented by a union representative in grievance proceedings.

Contact your union

Contact us for advice and assistance at berkeley+eecsds@uaw2865.org and get more info at eecsdsstaff.org. Your union reps are undergrad ASEs in EECS and Data Science, just like you.

Join your union

We only have these rights because a majority of ASEs are dues-paying members of our union, UAW 2865. You have the right to join and participate at uaw2865.org/join without discrimination from the university. As a union member, you have a right to participate in union elections and votes.