

STUDENT APPOINTMENT MATRIX

January 2011

Types of Appointments	Affiliation	Criteria / Definition of Work	Processing
<ul style="list-style-type: none"> Undergraduate Academic Assistant (UAA) Graduate Academic Assistant (GAA) 	<p>Non Union</p> <ul style="list-style-type: none"> Employment Standards sets minimum pay rate Wages are considered 100% ordinary Wages, when paid <u>monthly are inclusive</u> of 4% vacation pay Wages, when paid <u>hourly are NOT</u> inclusive of 4% vacation pay 	<ul style="list-style-type: none"> Preference for full-time student status Intent is to provide students with research / educational experience <i>Hours are limited to an average of 12 hours work per week</i> Academic Assistants perform work that may not be academic in nature, and not performed by a TA Work is not directly related to student's field of study. Example: Performing research for a faculty member that is not of direct benefit to student's academic field of study Performs work not certified under the BCGEU Collective Agreement 	<ul style="list-style-type: none"> Forward Appt. to Payroll – UBCO for processing Earnings Type: <ul style="list-style-type: none"> Regular Hourly or Salaried 4% Vacation Pay included if salaried appointment 4% Vacation Pay paid on each cheque if hourly appointment No Benefit entitlements
<ul style="list-style-type: none"> Graduate Research Assistant (GRA) Undergraduate Research Assistant (URA) <i>Note: if student graduates in April, he/she can continue their appointment until the end of August.</i> 	<p>Non Union</p> <ul style="list-style-type: none"> GRA - 100% scholarship or fellowship (subject to income tax but not CPP, EI or vacation pay) URA – wages are considered 100% ordinary and must be at least minimum wage plus 4% vacation pay 	<ul style="list-style-type: none"> GRA - Conducts research that is an integral part of the student's graduate requirements. URA - Conducts research that is an integral part of the student's undergraduate requirements. Research funded <i>Hours are limited to an average of 12 hours work per week</i> 	<ul style="list-style-type: none"> Forward Appt. to Payroll – UBCO for processing GRA Earnings Type: <ul style="list-style-type: none"> Fellowship Salaried only URA Earnings Type: <ul style="list-style-type: none"> Regular Hourly or Salaried 4% Vacation Pay included if salaried appointment 4% Vacation Pay paid on each cheque if hourly appt No Benefit entitlements
<ul style="list-style-type: none"> Work Study Wage Subsidy Program Work Learn Wage Subsidy Program NSRC Summer Career Placement 	<p>Non Union and BCGEU</p> <ul style="list-style-type: none"> Work Study and Work Learn perform work not certified by BCGEU Canada Summer jobs- gov't wage subsidy perform BCGEU work 	<ul style="list-style-type: none"> Work Study is for domestic undergrad and grad students (Canadian citizens and permanent residents) Work Learn is for international undergrad students Must be full time student <i>Work Study/Work Learn – 12 hours per week max Sept – April; 20 hours per week May – Aug; 300 hours max</i> 	<ul style="list-style-type: none"> Forward Appt. to Program Coordinator, Career Centre for processing Contact Program Coordinator regarding the program: 807-9250 4% Vacation paid on each cheque Benefits CPP, EI and WCB
Graduate Teaching Assistant 1 (TA1)	<p>Union - BCGEU</p> <ul style="list-style-type: none"> Must comply with BCGEU Letter of Understanding #2, (including salary scale) 	<ul style="list-style-type: none"> Holds a master's degree and/or is registered in a doctoral degree program at UBC Duties may include teaching component Duties include: instruct in labs, discussion periods, tutorials and lectures; mark exams, tests and assignments; associated invigilation duties; academic assistance to students in office hours <i>GTA's can work an average of 12 h/week Sept 1 to Apr 30 for a total of 384 hrs.</i> 	<ul style="list-style-type: none"> Forward Appt. to Payroll – UBCO for processing Earnings Type: <ul style="list-style-type: none"> 80% Regular 20% Fellowship Hourly or Salaried 4% Vacation Pay included in salary <u>Hourly wages</u> are inclusive of 4% vacation pay Benefits defined in Collective Agreement
Graduate Teaching Assistant II (TA2)	<p>Union - BCGEU</p> <ul style="list-style-type: none"> Must comply with BCGEU Letter of Understanding #2, (including salary scale) 	<ul style="list-style-type: none"> Holds a bachelor's degree and is enrolled in a master's program at UBC Duties may include teaching component Duties will reflect those of TA1 <i>GTA's can work an average of 12 h/week Sept 1 to Apr 30 for a total of 384 hrs.</i> 	<ul style="list-style-type: none"> Same as Graduate Teaching Assistant (TA1)
Undergraduate Teaching Assistant (UTA)	<p>Union - BCGEU</p> <ul style="list-style-type: none"> Must comply with BCGEU Letter of Understanding #2, (including salary scale) 	<ul style="list-style-type: none"> Is registered in a bachelor degree program at UBC Duties may include teaching component Duties will reflect those of TA1 <i>UTAs can work an average of 12 h/week Sept 1 to Apr 30 for a total of 384 hrs</i> 	<ul style="list-style-type: none"> Forward Appt. to Payroll – UBCO for processing Earnings Type: <ul style="list-style-type: none"> 100% Regular Hourly or Salaried 4% Vacation Pay included in salary <u>Hourly wages</u> are inclusive of 4% vacation pay Benefits defined in Collective Agreement
Marker	<p>Union – BCGEU</p> <ul style="list-style-type: none"> Must comply with BCGEU Letter of Understanding #2, (including salary scale) 	<ul style="list-style-type: none"> Marks exams, tests or assignments which require only objective marking. <i>Markers can work an average of 12 h/week Sept 1 to Apr 30 for a total of 384 hrs.</i> 	<ul style="list-style-type: none"> Same as Undergraduate Teaching Assistant (UTA)
Student Assistant	<p>Non Union – BCGEU</p> <ul style="list-style-type: none"> Must comply with BCGEU Letter of Understanding #1 (including salary scale) 	<ul style="list-style-type: none"> Performs BCGEU certified work Exempt from Collective Agreement Cannot displace union members <i>Maximum 12 hours per week</i> 	<ul style="list-style-type: none"> Forward Appt. to HR – UBCO for review and processing Earnings Type: <ul style="list-style-type: none"> Regular Hourly <u>Hourly wages</u> are inclusive of 4% vacation pay No Benefit entitlements