



OFFICE OF THE VICE PROVOST --  
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 11<sup>th</sup> Floor  
Oakland, California 94607-5200

January 4, 2011

**COUNCIL OF VICE CHANCELLORS**

Dear Colleagues:

**Re: Academic Student Employee (ASE) Unit-- Revised Salary Scales Effective February 1, 2011 and Lump Sum Payment**

In accordance with the contractual agreement between the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and the University of California, enclosed are revised salary scales for the Academic Student Employee (ASE) unit with rates effective February 1, 2011. The 2010-11 rates have been range adjusted by an across-the-board increase of 2 percent. The revised salary scales will be available on line at [http://www.ucop.edu/acadadv/acadpers/rev\\_ase\\_salscales.html](http://www.ucop.edu/acadadv/acadpers/rev_ase_salscales.html).

The electronic pay scale files with the new February 1, 2011 rates will be made available to campuses during the third week of January, 2011. Campuses should implement the TCT (Title Code Table) file, which will contain the new rates, after January month-end maintenance but before the start of the range adjustment process. During the range adjustment period (about 4 business days) campuses must “freeze” the EDB; i.e., departments are told not to update the appointment and distribution data of eligible employees. Generally, the range adjustment process is completed before the creation of the time rosters. Below is a sample template to help campus payroll offices schedule the implementation of the local range adjustment process for ASE’s who are paid either on a monthly (MO) or biweekly (BW) basis.

<b>BX Salary Implementation Timetable</b>	<b>MO</b>	<b>BW</b>
In order to meet the December MO and BW payroll deadlines, it is necessary to begin the salary implementation process on		
The last day that you may update the EDB/PPS database is		
<b>Do not update</b> the database: the database will be "frozen" until the system salary implementation process is completed.		
In order to allow preparers time to enter any additional revisions prior to the MO and BW cutoff, the salary implementation process will be completed by		
Units may again begin to update personnel actions for all employees on		

In addition to the 2 percent increase, the ASE’s will receive a lump sum payment that will be based on 2 percent of the employee’s bargaining unit earnings starting with October 1, 2010 earnings for monthly-paid employees, and the first pay period commencing after October 1, 2010 for bi-weekly paid employees, and ending on the date the prospective increase is implemented. Payout of the lump sum should be made

COUNCIL OF VICE CHANCELLORS

January 4, 2011

Page 2

no later than March 15, 2011. The UCOP Payroll office is working on a service request with the Information Resources and Communications office to create a one-time program to help campuses facilitate the calculation and processing of lump sum payments for eligible employees; we will forward you a copy of the service request as soon as it is available.

For titles in the ASE bargaining unit whose rates are not maintained by the Office of the President (for example, the *Associate in \_\_\_\_\_* and the *Acting Instructor—Graduate Student* titles at the Berkeley campus), each campus will need to ensure that the 2 percent increase effective February 1, 2011 and the lump sum payment prescribed in the contract are implemented. In addition, employees in teaching titles that are not in the ASE bargaining unit (for example, Readers, Remedial Tutors, and Tutors at the Santa Cruz campus, and Readers, Remedial Tutors, Tutors, Teaching Assistants and Teaching Fellows at UC San Francisco, UCDC, and EAP) shall receive the 2 percent salary increase and the lump sum payment.

If you have any questions, please contact Interim Executive Director Patricia Price at (510) 987-9482, or at [Patricia.Price@ucop.edu](mailto:Patricia.Price@ucop.edu).

Sincerely,



for Susan Carlson  
Vice Provost  
Academic Personnel

Enclosures

cc: Provost Pitts  
Vice President Duckett  
Associate Vice President Obley  
Graduate Deans  
Vice Provosts—Academic Personnel  
Interim Executive Director Price  
Academic Personnel Directors  
Director Clune  
Director O'Neill  
Director Saxton  
Associate Director Chester  
Manager Murphy  
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Policy and Compensation Analyst Agustin