

# GRADUATE ASSISTANT RIGHTS AND BENEFITS

## PSC CUNY

212-354-1252  
psc-cuny.org  
61 Broadway, New York  
Union office: 15<sup>th</sup> Floor  
Union hall: 16<sup>th</sup> Floor

## GRADUATE CENTER CHAPTER

Lynne Turner, Chapter Chair  
[lynnturner@yahoo.com](mailto:lynnturner@yahoo.com)

Harry Blain, Vice-Chair  
[blainharry@gmail.com](mailto:blainharry@gmail.com)

Marc Kagan, Grievance Counselor  
[marckagan@aol.com](mailto:marckagan@aol.com)

Alex Carring-Lobel, Part-Time Liason  
[HelloAlexCL@gmail.com](mailto:HelloAlexCL@gmail.com)

@PSCCUNYGC  
pscunygccommons.gc.cuny.edu  
<https://www.psc-cuny.org/cuny-contract>

## WELCOME TO THE PSC!

As an CUNY employee in the title of Graduate Assistant (GA), your wages, benefits, and working conditions are negotiated and defended by your union, which also represents part- and full-time faculty and most professional staff at CUNY. We welcome you and urge you to participate actively in our collective struggles. To become a member of the union you must either sign a membership authorization card or join online at <https://www.psc-cuny.org/join-psc>

## YOU ARE ENTITLED AND ENCOURAGED TO PARTICIPATE IN THE GC UNION CHAPTER

As a member, you will be entitled to vote in general and chapter elections and contract ratification after four months of membership. You will also be able to run for union office after a year of membership. Our chapter has regular chapter meetings to discuss work- and student-related concerns. Many departments have a (student) union representative to answer and help address concerns and grievances. If you would like to be a department representative or become part of our chapter's organizing or decision-making efforts, contact one of the chapter's officers listed on the front of this brochure.

## YOUR "WEINGARTEN" RIGHT TO UNION REPRESENTATION

If, before or during any meeting with a management representative (such as a department chairperson, supervisor, or affirmative action officer), you believe the meeting may have disciplinary or negative consequences for your employment, you may request that a union representative join you. At that point, the meeting must be rescheduled until a union rep is available. You may consult with that union rep in private before or at any time during any meeting with management.

## COMPLAINTS, GRIEVANCES, AND OTHER CONCERNS

If you have questions about your wages, work assignments, or benefits, contact the GC Grievance Rep, a chapter officer, or a grievance officer at the PSC office at 212-354-1252. Based on the circumstances, and only with your approval, the PSC can initiate an informal complaint

procedure to address unfair, arbitrary, or discriminatory treatment. Alternatively (and rarely), we can initiate a formal contractual grievance, a claim that there has been a violation, misinterpretation, or improper application of a term of the PSC-CUNY contract, the CUNY Bylaws, or GC Governance policies related to terms and conditions of work. Grievances/complaints must be filed within 30 work-days, from when you become aware of a problem.

## SICK DAYS, WORKERS' COMPENSATION, JURY DUTY

GAs are entitled to sick leave of twenty (20) calendar days per year. Immediately notify a GC union officer or contact the PSC office if you are denied paid sick leave.

## WORKERS' COMPENSATION

All GAs are covered by Workers' Compensation. If there is an accident, inform the human resources office to obtain a claim form, and a GC union officer or Grievance Rep.

## HEALTH CARE

The PSC won the right for GAs to be eligible for New York State Student Employee Health Insurance Plan (NYSHIP) coverage, including family coverage. For more information contact HR at the Graduate Center. If you convert to any other PSC-represented position (such as Adjunct), you are immediately eligible for individual health coverage only, through the NYC Employee Benefits Program. Contact your college HR Office for more info and tell them you are an enrolled graduate student.

## TUITION REIMBURSEMENT

Tuition reimbursement in years 1-5 is part of your admissions offer. Tuition reimbursement in years 6-7 is contractually guaranteed as long as you are working in some PSC-represented title.

## JURY DUTY

You must be paid your regular salary for jury duty and remit to CUNY any compensation received by NYS for serving.

## APPOINTMENT AND REAPPOINTMENT

Graduate Center Fellows receive five-year commitments of annual appointments from the Graduate Center, as outlined in their original Financial Aid Award Letter. Other GAs may receive appointments for one year or less than one year. GA appointments cannot be made for more than seven total years of work. The employment, retention, evaluation, or assignment of Graduate Assistants is not subject to the grievance procedure, to the extent that it is based upon their status, progress, and evaluation as graduate students. However, the PSC has often fought successfully on all these matters. If your reappointment is threatened, contact a chapter officer.

## TEACHING AND NON-TEACHING WORKLOADS

Actual teaching loads and conditions of work vary by campus and department. If you believe you have been assigned an excessive workload or student load, unreasonable schedule, or inappropriate work, contact a chapter officer. The PSC contract specifies maximum workloads for GA work, and overall caps on hours you can work at CUNY every academic year. (In recent years, additional work has been allowed during the summer, subject to a separate agreement between the PSC and CUNY.)

**GA(A)s** may be assigned a maximum of 240 teaching hours\* or 450 non-teaching hours\*\* in a work year with no additional work allowed.

**GA(B)s** may be assigned a maximum of 120 teaching hours\* or 225 non-teaching hours\*\*. If a GA(B) also works as an Adjunct or Non-Teaching Adjunct, the combined assignments may not exceed 270 teaching hours or 450 non-teaching hours.

**GA(C)s** may be assigned a maximum of 180 teaching hours\*. If a GA(C) also works as an Adjunct Lecturer, the combined teaching hours may not exceed 270.\*\*

**GA(D)s** may be assigned a maximum of 100 non-teaching hours\*\*. If a GA(D) also works as an Adjunct or Non-Teaching Adjunct, the combined assignments may not exceed 180 teaching hours\* or 225 non-teaching hours.

\* A 3-credit course is considered 45 teaching hours.

\*\* Non-teaching hours should be calculated and paid based on **actual** hours of work.

## TEACHING OBSERVATIONS

Gas should have at least one teaching observation at some point during the first ten weeks of a semester. You must have at least 24 hours' notice before an observation by a member of your department, as assigned by your department chair. The observer will submit a written observation report to the department chair within one week of the date of the observation. The chair must then schedule a post-observation conference (with you and the observer) within two weeks of receiving the written report. A memorandum is prepared of this conference. You should receive a written report of the observation and the post-observation conference for your signature before it is placed in your teaching file. Your signature indicates only that you have seen the report. You may place a response to your evaluation in your file.

If the observation or the post-observation conference is not held within these timeframes, you must file a request with the chair within 10 work days or lose your rights to grieve non-compliance with these requirements. You should contact a chapter officer promptly if you are unhappy with any aspect of this process. For full details, refer to Article 18.2 of the [PSC-CUNY contract](#).

## TEACHING "SECTIONS"

While most GAs in years 2-4 teach their own classes, others, whether by request or assignment, teach discussion sections of large lecture courses. By special agreement with GC administration, GAs who are assigned this work should be teaching *only* two sections. Further, any additional required routine work,—weekly meetings of all section leaders or attending lectures—must be additionally compensated for that time at the Non-Teaching Adjunct pay rate (approximately \$45/hr in 2020). **If you are asked to teach three sections or are not compensated for routine work as described, contact a Chapter officer immediately.**

## WAC FELLOWSHIP

During their 5<sup>th</sup> year, most Graduate Center Fellows are assigned to work on a new campus in the "Writing Across the Curriculum" program. If you have questions about your assignment or your workload, contact a Chapter officer.

## OTHER WORK

If you are teaching additional courses, you are paid on the [Adjunct pay scales](#). If you are grading tests or papers, or performing other non-teaching academic work, you must be paid on the [Non-Teaching Adjunct pay scale](#) (approximately \$45/hr in 2020). If you are offered work at less than this rate *immediately* contact a Chapter officer.

## STIPENDS

Most GAs receive an annual stipend as part of their fellowship. Although the stipend is not currently a *contractual* entitlement, the PSC has often fought successfully to protect them. If your stipend is threatened or reduced at any time, contact a chapter officer.

## PAY RAISES

On January 1<sup>st</sup> of your 2<sup>nd</sup> thru 7<sup>th</sup> year of work, to acknowledge your growing expertise, you advance to the next "step" in the salary schedule (read 'down' the chart). On the dates indicated you, along with all PSC members, also receive contractual pay increases (read 'across' the chart).

Here are the pay scales for Graduate Assistant (B):

Current	11/15/2020	11/15/2021	11/1/2022
\$12,453	\$12,702	\$12,956	\$13,215
\$12,910	\$13,169	\$13,432	\$13,701
\$13,389	\$13,657	\$13,930	\$14,208
\$14,057	\$14,338	\$14,625	\$14,917
\$14,829	\$15,125	\$15,428	\$15,736
\$15,372	\$15,679	\$15,993	\$16,313
\$16,150	\$16,473	\$16,803	\$17,139

Here are the pay scales for Graduate Assistant (D):

Current	11/15/2020	11/15/2021	11/1/2022
\$5,481	\$5,590	\$5,702	\$5,816
\$5,778	\$5,894	\$6,012	\$6,132
\$6,096	\$6,218	\$6,342	\$6,469
\$6,429	\$6,557	\$6,688	\$6,822