

**Summary of Key Terms: UM|GEO Collective Bargaining Agreement
September, 2020**

The [Agreement between the University of Michigan and the Graduate Employees' Organization](#) governs hours, wages and working conditions of employment for graduate Student Instructors (GSIs) and Graduate Student Staff Assistants (GSSAs).

This document is for use by human resources representatives, employee supervisors, and faculty members who are appointed to courses that employ GSIs. It is for guidance purposes only. It is not a substitute for contract language. Please contact Academic Human Resources with questions.

Article	2020-2023 Contract Language
Article 1 – Recognition & Definitions	<p><u>Graduate Student Instructor (GSI)</u> – is employed to teach courses, coordinate, lead, or assist in the instructional process in direct integration with students in recitation, laboratory, quiz, or problem sessions or to teach or during office hours; employed to provide tutorial instruction, and grading support on a regularly scheduled, pre-arranged basis; or is an experienced GSI employed as a consultant and teaching mentor for other GSIs for not less than one (1) term.</p> <p><u>Graduate Student Staff Assistant (GSSA)</u> – a student whose employment (1) fulfills a degree requirement or (2) is otherwise considered academically relevant by the Department or degree program in which the degree is being pursued and who is employed to perform administrative, counseling or educational duties other than those of a GSI. If employment is in a Department or Unit other than the one in which the degree is being pursued, the student will not be given this title unless prior arrangements have been made between the employing Department or Unit, and the Department or program in which the degree is being pursued to provide employment under that title.</p>
Article 6 – Union Rights	<p><u>Section E. Orientations</u> Each semester, upon request of the Union, each appointing Unit will make thirty (30) minutes available to the Union during a break in, or immediately following its first employee training session or its first meeting including new Employees, with scheduling at the discretion of the appointing Unit. Written notification of the Union presentation may be included on the agenda of the Department training or meeting.</p>
Article 8 – Job Security	<p><u>Section A. Period of Employment and Termination:</u> Employees shall be employed for a specific period of time not less than one term, or an equivalent period of time, or for a “special limited purpose”.</p> <p>Employees must be: in good standing in a graduate degree program <u>and</u> registered for credit hours as follows: <u>Terms I and II:</u> In good standing as a student in a graduate degree program and registered for not less than six (6) credit hours each term or, with the written approval of the student’s graduate faculty advisor, not less than five (5) credit hours consisting of not less than two (2) courses relevant to the student’s degree.</p> <p><u>Term III:</u> In good standing as a student in a graduate degree program, but no registration required as a condition of employment.</p> <p><u>Performance and misconduct concerns:</u> Prior to termination or reduction of duties for performance reasons and/or misconduct, the matter should first be discussed with the Employee. If you believe termination of, or reduction in duties of, a GSI or GSSAs position for performance and/or misconduct is warranted, consult your Department/Program Chair and Dean’s Office, and Academic Human Resources.</p>

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<p>Article 9 – Job Postings, Distribution of Postings, Notification, and Hiring Procedures</p>	<p><u>Job Postings</u>: this article identifies the elements required for GSI/GSSA postings, the required methods for distributing the postings, and the circumstances under which posting and distribution may be waived. <i>Units must maintain up-to-date information about their GSI/GSSA application and selection procedures and include them on their website.</i></p> <p><u>Offer Letters</u>: this article contains contractual requirements that must be in all written job offer letters. Several statements need to be included verbatim and are enumerated in Section C of this article.</p> <p>The type of employment may be changed, or no employment may be given. If the type of employment is changed, the GSI/GSSA will receive the salary, tuition, and benefits as specified in the written job offer.</p>												
<p>Article 10 – Salaries</p>	<p><u>2020-2022 Pay Increases and Rates:</u></p> <table border="1" data-bbox="527 526 1514 724"> <tbody> <tr> <td data-bbox="527 526 890 591">Ann Arbor & Dearborn (2020)</td> <td data-bbox="890 526 1131 591">3% - \$22,432.37</td> <td data-bbox="1131 526 1299 591">Flint (2020)</td> <td data-bbox="1299 526 1514 591">3% - \$19,243.49</td> </tr> <tr> <td data-bbox="527 591 890 656">Ann Arbor & Dearborn (2021)</td> <td data-bbox="890 591 1131 656">3.4% - \$23,195.07</td> <td data-bbox="1131 591 1299 656">Flint (2021)</td> <td data-bbox="1299 591 1514 656">3% - \$19,820.79</td> </tr> <tr> <td data-bbox="527 656 890 721">Ann Arbor & Dearborn (2022)</td> <td data-bbox="890 656 1131 721">3.7% - \$24,053.29</td> <td data-bbox="1131 656 1299 721">Flint (2022)</td> <td data-bbox="1299 656 1514 721">3% - \$20,415.42</td> </tr> </tbody> </table> <p><u>September Paycheck Advance</u> – Employees may submit written request on a form provided by the University to receive an advance on the salary due for the full month of September employment. The schedule to submit such requests can be found in Section A of this article.</p> <p><u>Employment Fractions & Fraction Calculation Form</u>: An Employee’s employment fraction is an estimate of a proportion of full-time effort within a Department or Unit for the assignments involved. <u>It is imperative that estimated hours align with actual hours worked throughout the academic term.</u> In the event of a substantial variation between estimated time and actual time, the Union may use the Grievance Procedure to determine whether the estimate, and therefore the fraction, was reasonable. <i>Faculty Supervisors are encouraged to meet regularly with their respective GSIs to discuss progress, problem solve, and address any concerns that may arise regarding actual work hours and the assigned employment fraction.</i> Please see Section F of this article for additional information.</p> <p><u>International Students on J-1 and F-1 Visas</u>: Graduate student instructors and graduate student staff assistants (e.g., those on a J-1 or an F-1 visa) have legally mandated maximum weekly work hour restrictions of 20 hours per week. The University will not set an individual weekly work expectation for this population that exceeds the 20 hour weekly work hour restriction.</p>	Ann Arbor & Dearborn (2020)	3% - \$22,432.37	Flint (2020)	3% - \$19,243.49	Ann Arbor & Dearborn (2021)	3.4% - \$23,195.07	Flint (2021)	3% - \$19,820.79	Ann Arbor & Dearborn (2022)	3.7% - \$24,053.29	Flint (2022)	3% - \$20,415.42
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<p>Article 13 – Leaves of Absence</p>	<p><u>Medical Leave</u>: 6-weeks of paid time off in a 12-month consecutive period following the first time an Employee cannot meet employment obligations due to a qualifying event. (See Section A.)</p> <p><u>Parental Accommodation Period</u>: Birth parents are entitled to 6-weeks of paid Parental Accommodation Period. Once exhausted, the birth parent can use 6-weeks of subsequent Medical Leave, if available, to extend their paid time off. Non-birth parents are entitled to 3 weeks of paid Parental Accommodation Period. Once exhausted, non-birth parents can use 6 weeks of subsequent</p>												

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	<p>Medical Leave, if available, to extend their paid time off. After all paid time is exhausted, Non-Birth Parents may request two (2) additional weeks of unpaid Parental Accommodation Leave. (See Section B.)</p> <p><u>Bereavement Leave (paid and unpaid):</u> 3-consecutive paid days (Monday-Friday); 2 additional consecutive paid days are permitted for extenuating circumstances. If additional time is needed, due to extenuating circumstances, 3 additional paid days may be requested, and are deducted from the Employee’s available Medical Leave. If more time off is needed, the Employee may request an unpaid extension, not exceeded 11 calendar days. (See Section E.)</p> <p>For additional information regarding qualifying events and additional leaves of absence, please see the respective sections above, and Section C and D in this article.</p>
<p>Article 14- Grievance and Arbitration Procedures</p>	<p>A grievance is a disagreement, arising under and during the term of the UM GEO Agreement, concerning compliance with the provisions of the Agreement. A grievance is between the University, and any Employee covered under the Agreement concerning: their employment; or the interpretation or application of this Agreement.</p> <p>Step 1 of the grievance procedure is a discussion between a supervising faculty member (or Unit designee), and an individual GSI or GSSA or a designated member of a group of GSIs/GSSAs. If the grievance is not resolved at Step 1, upon written submission of an appeal, a Step 2 meeting will occur with the Department Chairperson (or equivalent level supervisor), or designee, and Union representative. If the matter is not resolved by Step 2, the grievance can be appealed by the Union Grievance Committee to the AHR Contract Administrator at Step 3.</p>
<p>Article 17 – Class Size Policy</p>	<p>Each Department employing GSIs will establish a class size policy for classes to which GSIs are assigned. This class size policy will include, but need not be limited to, the maximum number of students in each section (recognizing the potential for reduction within sections with regard to programmatic need) and the maximum ratio of students to GSIs.</p>
<p>Article 20 – Tuition Waiver</p>	<p>Employees with a .237 or greater total employment fraction pay <u>no tuition</u>. Employees with lower than .237 total employment fractions pay proportionate equivalent amounts of tuition. An employee who is employed, regardless of employment fraction, for less than the term for which the Employee is enrolled, is not eligible for a tuition waiver</p>
<p>Article 21 – Employee Rights</p>	<p><u>Section E. Resources</u> Appointing units will provide, without charge, appropriate space, tools, facilities and other resources necessary for the fulfillment of the Employee’s assigned work obligations. Departments are not required to provide individual photocopiers or computers or printers to Employees or to give them access to main Departmental officers after hours.</p> <p><u>Section O. Restroom Access</u> Employees who require use of gender-inclusive restroom may request to be located at work sites that have reasonable proximity to such restrooms. (Granting such requests is solely Employer discretion, on a case-by-case basis. Grants or denials are not subject to grievance.)</p>
<p>Article 22 – Policies and Procedures for Employees with Disabilities</p>	<p>Each employing school or college will designate an administrative contact who is responsible for communicating with necessary parties about accommodations request made by Employees in that employing school or college. For questions regarding the American with Disabilities Act (ADA), please contact the Office of Institutional Equity (OIE). Additional information can be found here.</p>