

Local 33



Local 33 Process Guide

Yale *Learn and Grow*

FUNCTIONAL LEARNING

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Introduction

This is a comprehensive guide describing administrative processes associated with the Local 33 collective bargaining agreement. It is intended to serve as a resource to individuals who supervise Graduate Workers (GWs) and/or assist with the administration of the Local 33 collective bargaining agreement.

Why This Guide is Important

The Local 33 collective bargaining agreement modifies existing and establishes several new policies and procedures related to GW employment. This guide aims to define these policies and procedures in a clear and concise manner. Specifically, it is intended to:

- **Clarify Procedures:** Offer step-by-step instructions for creating GW job postings, completing the hiring process, tracking paid time off (PTO), approving leaves of absence, and other standard procedures.
- **Ensure Compliance:** Help you understand and comply with contractual requirements and institutional guidelines.
- **Enhance Efficiency:** Provide best practices and tips to streamline processes, making their administration more efficient and effective.
- **Support Decision-Making:** Equip you with the knowledge needed to make informed decisions through the hiring process and throughout a GW’s employment cycle.
- **Provide Resources:** Provide additional sources and contact information to answer any questions not addressed below.

How to Create a Unionized Student Position

Purpose

The instructions in this section are meant to help you understand the hiring process for GW positions and will describe several best practices you should follow.

Hiring Process Steps

Creating a Student Employment Office (SEO) position

NOTES on Union-specific positions:

- 1) For hiring GSAS Teaching Fellows (TFs) or Teaching Assistants (TA), please refer to the Creating a Teaching Fellow System position section.
- 2) When creating a position under the “Union Jobs” job type, if a similar position exists under the “On Campus” job type that will not be used going forward, please move the “On Campus” position to “Inactive” status to avoid hiring the student in the incorrect position.
- 3) Add (L33) to the end of the job title to help students and users quickly identify union positions.
- 4) When hiring a Research Assistant (RA), ensure the title references “Research Assistant” or “RA”. Titles like “Research Coordinator” or “Research Project Assistant” make it difficult to assess whether the position qualifies as a Local 33 position.
- 5) For future reference, a list of Unionized L33 job titles will be provided via the [Appendices](#) section of this guide.
- 6) If a union-eligible student is hired into a position that is not listed as a Local 33 position and it should be, they must be removed from it. The position must then be re-classified as a union position; once it is properly classified as a union position, the individual may be hired back into it.
- 7) If a non-union eligible individual is hired into a Local 33 registered position, they must be terminated; once the position is vacated, the Student Employment Office (SEO) will identify a union-eligible individual to fill it.

If you are unsure if a position should be included in Local 33, please contact L33management@yale.edu.

1. Creating a new position

- a. Start by going to the [student employment website](#).
- b. Navigate to “Job Posting, Applicant Management, and Hiring.”
Note: If you need access to hire students, your business office must make a request through the [Business Officer Control Panel](#). Please email student.employment@yale.edu for assistance.
- c. If applicable, select the appropriate cost center.
- d. Click “Add a Job.”
- e. Choose the “Union Job” job type.
- f. Select one of the Union-approved job categories.
(A pre-defined job description will appear).
- g. You can add:
 - Unique Job Title
 - Requirements
- h. Fill in the remaining required information.
- i. Choose a Base Pay Rate from the following options:
 - Minimum Hourly Rate
 - TF10 Rate
 - TF20 Rate
 - Exception Rate

(This option is for paying students above the minimum hourly rate or outside of the TF10/TF20 rates).

2. Hire a student.

- a. All enrolled Graduate & Professional students are eligible for Local 33 teaching positions.
- b. RA positions are restricted to students enrolled in the Graduate School of Arts & Sciences.

3. Approval Process

- a. Hourly hires require Business Office and Student Employment approval.
- b. Users with Business Office access process non-hourly hires.
Note: The University cannot accept the Non-Hourly Batch Template at this time.

NOTE: Once a position is approved/created, L33 will receive an email informing them of the new position.

Creating a Teaching Fellow System (TFS) position

Graduate School of Arts and Sciences (GSAS) and professional school students holding Teaching Fellow (TF) positions are entered into the TFS to streamline departmental tracking and payment of these assignments.

How to Post and Advertise a Vacant Union Position

Process Steps

For access to the Teaching Fellow System and information on assigning GW TF positions within the system, please contact the [Teaching Fellow Program \(teaching.fellows@yale.edu\)](mailto:teaching.fellows@yale.edu) for relevant guides.

Relevant Information:

- Intended for jobs that do not open with a particular candidate in mind.
- Vacant TF assignments are posted to the Graduate Student Teaching Opportunities website.

How Appointment/Hiring Letters are Generated

Purpose

These instructions explain the process for generating appointment letters that must be sent to GWs (for RA, TF, and hourly positions) prior to their start date.

Process Steps

- 1) Research Assistants:
 - a. When students are accepted into correlated schools / achieve the required years of progression, their RA appointment letters are automatically generated by the Dean's Office.
 - b. Those appointment letters are sent to the student's email through the Yale Message system.
 - c. RA appointment letters are uploaded to the GW's employee file automatically.
 - d. The GSAS Dean's Office will send RA GWs a second letter (known as the RA Declaration) asking them to verify who their adviser is. Receipt of the completed RA Declaration by the Dean's Office will trigger a 'Research Addendum' information form to be sent to the adviser named.

How to Maintain Student Employee Files

Purpose

These instructions are meant to help you understand how GW employee files are created and where they are stored. They also offer guidance on which document types must be included in employee files.

Process Steps

- Employee files are created by Human Resource Operations and stored on Highland Onbase.
- What GW documents should be included in employee files?
 - Appointment/Reappointment letters (uploaded automatically by the system)
 - Performance Review (See [Performance Reviews](#) for more information)
 - Employment-related (non-academic) discipline
 - Any written statement provided by the GW formally disagreeing with the contents of their file (such as a response to discipline or an evaluation)
 - Resignation/Termination forms
- How can you file documents in employee files?
 - Email documents to graduateworkerdocs@yale.edu
 - Subject line should read: Last Name - First Name – Net ID - Document Name (refer to document names above)
- How will GWs view their employee files?
 - To do so, they should send requests to ESC at employee.services.prod@yale.edu
 - Requests can take 7 days to process
 - Please note that GWs may request to view their employee files twice per year

How to Track PTO

Purpose

These instructions describe how to track Paid Time Off (PTO) for GWs who serve in salaried RA positions. An automated spreadsheet is available for download at [Local 33 | It's Your Yale](#) 'Training and Resources – PTO Tracking Spreadsheet'. If PIs choose not to utilize the automated spreadsheet, it is highly recommended that they record their GW's PTO by email or an alternative system.

Process Steps (automated spreadsheet)

1. Once the automated spreadsheet has been downloaded and saved, the PI, or their administrative assistant, may customize the spreadsheet by filling in the PI's name in cell 1B, and the names of the GWs they supervise on line 22, starting in column C. Please refer to the 'Instructions' tab on the bottom of the spreadsheet for additional information.
2. Selecting the correct start date for the GWs on line 23 will populate their allotted PTO. The start date is defaulted to the fall semester. If a GW transfers to a new lab partway through a semester, it is recommended to verify how much PTO was used during their tenure with the previous lab so that it may be recorded on the PTO Tracking Spreadsheet for their new lab.
3. GW requests for PTO should be submitted in written (email) format for tracking purposes. PTO requests should indicate whether they are for a full or half day, and the type of time off requested (e.g., vacation, sick, bereavement, jury duty, or immigration absence). When a request is received, locate the date requested and enter the corresponding amount/type under the requesting GW's column; this will automatically deduct from their PTO bank.
4. If a GW works during a holiday, please enter the half or full day worked into the spreadsheet for the GW on that date. Doing so will automatically credit the GW's PTO balance with 'Holiday Comp Time (HCT)'. HCT can be utilized by the GW in the same manner as PTO.

Resources

If you have questions, contact L33management@yale.edu. Information on absences and PTO can be found in Articles 23, and 25-27 of the L33 contract, found at [Local 33 Contract | It's Your Yale](#).

Of Note:

- If a GW applies for and is granted the 40-day Immigration Absence (Article 23, B2 of the contract) that is considered separate from both PTO and the 5-day Immigration Absence. Although the 5-day Immigration Absence may be tracked on the automatic spreadsheet, the 40-day Immigration Absence cannot. Please see **Immigration Absence** below for more information.
- Flex time (a student working extra hours to make up for hours previously missed) cannot be recorded on the automatic spreadsheet and will need to be recorded through correspondence acknowledging the request and the granting of flex time.
- TF or hourly GWs do not have paid PTO, and therefore the automated spreadsheet is not recommended for tracking their absences, flex time, or unpaid PTO. A personal spreadsheet or other system is recommended.

Process Steps (alternative time-off tracking system)

If a PI opts not to utilize the automated spreadsheet it is strongly recommended they record excused absences, unpaid PTO, and HCT through alternative means. Doing so will help prevent disputes and possibly grievances related to GW absence.

- 1) Possible tracking methods include:
 - Excel spreadsheet
 - Google sheets
 - Email correspondence
- 2) GW requests for PTO and supervisor responses should be submitted in written (email) format, for recording purposes. Information required includes the date of absence, length of absence, and if it is for unpaid PTO, bereavement absence, jury duty, or immigration absence.

Of Note:

- Correspondence between a GW and PI requesting/approving absences should be retained for reference. It is not advised for PIs to rely on verbal agreements, or on physical documents which may become misplaced when tracking GW absences.
- For information on the types and durations of approved absences, please refer to Article 23B and Articles 25-27, or contact l33management@yale.edu.
- PIs and GWs have the ability to agree to greater flexibility if mutually satisfactory. Such instances should be documented.

Immigration Absence

Purpose

This section will explain the difference between the 5 and 40-day immigration absences, as well as when they should be utilized, and the process for application / approval.

5-Day Immigration Absence

Process Steps

- GWs are eligible for up to five (5) days off per academic year to attend visa and immigration proceedings and any related matters for themselves, their children, their spouse, or their domestic partner.
- Such absences should be requested with as much advance notice as possible, and may not be unreasonably denied.

- The 5 days can be applied to domestic or international absence.
- The 5 days can be added to the 40-day immigration absence (below).
- Salaried GWs will not suffer any loss of pay or benefits while on a 5-day immigration absence.
- Non-salary GWs will not suffer any loss of benefits while on 5-day immigration absences.
- Use of the 5-day immigration absence should be recorded, either in the automated PTO spreadsheet, or an alternative means of record.

40-Day Immigration Absence

Process Steps

- GWs are eligible for up to forty (40) days off for the duration of their coverage by the collective bargaining agreement to travel to their respective countries of citizenship to address issues related to their visa or immigration status.
 - Time spent visiting family or traveling recreationally should be recorded as PTO, not as an immigration absence.
- GWs should provide at least thirty (30) days' notice of their intended absence in order to renew a visa and expected return dates. Graduate Workers employed in teaching positions must make all reasonable efforts to take such time off during extended academic recesses.
- Salaried GWs will not suffer any loss of pay or benefits while on 40-day immigration absence.
 - GSAS salaried GWs will be paid through the GSAS budget
 - Professional Schools must determine their payment process for their hourly GWs
- Non-salary GWs will not suffer any loss of benefits while on 40-day immigration absence.
- GWs who do not initially apply for the 40-day immigration absence upon traveling to their country of citizenship, either due to utilizing PTO, traveling during a University holiday, or other reason, should apply immediately if any of the following occur:
 - They are informed their visa has entered 'administrative processing' as opposed to being approved,
 - They are denied entry onto a plane,
 - They are denied entry into the United States after landing at a US airport.
- A form application will be provided shortly. Until then, GWs applying for immigration absence should contact their PI/Supervisor and OISS to apply.

What to Know about Work Locations

- The Local 33 collective bargaining agreement requires the University to provide appropriate locations for Graduate Workers to complete their work-related duties.
- Such locations must include desks and chairs, must be reservable and/or must include private locations for meetings and office hours.
- Graduate Workers must be allowed to use their workspace, or a reasonable alternative space identified by the University to store their work equipment, supplies, materials, and personal items while working.

Workplace Accommodations

- University employees with disabilities, including Graduate Workers, may request “reasonable accommodations” to help them perform the essential functions of their positions.
- A Graduate Worker and their Supervisor may discuss and implement a work accommodation on an “informal” basis. Informal accommodations may include, but are not limited to, adjustments to a Graduate Worker's assignment, hours, responsibilities, workplace health and safety measures, and/or work location.
- Graduate Workers are not required to provide medical documentation to their supervisors when requesting an accommodation on an informal basis.
- Informal accommodations will not create a precedent.
- Graduate Workers also may file a request for a “formal” work accommodation. Formal requests for accommodations must be submitted to Student Accessibility Services (SAS) using the University's [Accommodations Request Form](#).
- The formal process must be completed in a timely manner. Generally, this includes meeting with the Graduate Worker requesting the accommodation no later than 3-weeks after their submission of the Accommodations Request form.
- The supervisor/staff must provide written notice if the request is denied with an explanation why.
- If the Graduate Worker or the Union believes that a request for an accommodation is unreasonably denied or delayed, they may file a grievance.

Performance Reviews

Faculty Supervisors are not obligated to create and/or use employment-related evaluations or evaluative processes to assess job performance. However, if they choose to do so, please note the following information:

- If employment-related evaluations or evaluative processes to assess job performance are used, notice must be provided, in writing or electronically, to the impacted GW(s).
- Student evaluations of Graduate Workers may not be used as part of the progressive disciplinary process and shall not be determinative of a Graduate Worker's eligibility for future employment in a bargaining unit position. Student evaluations of Graduate Workers are also not included in a GW's employment file.
- Work evaluation format and structure should be standardized among all GWs reporting to a particular supervisor.
- GWs have the right to know what they are being evaluated on and have the right to view the evaluation.

Work-Related Discipline

Please confer with the appropriate HR Business Partner if you believe a GW should receive discipline for an employment-related matter. HRBPs can be located through the 'Find Your Human Resources Business Partner' tool located at [Human Resources Business Partner | It's Your Yale](#)

What is a Grievance?

- A grievance is an allegation that the university has violated a provision of the collective bargaining agreement. The first step of the grievance procedure is for the supervisor to meet with the graduate worker and/or steward and do their best to try to resolve the issue. If the issue is not resolved at step one, the grievance may be pursued through the remaining steps of the process overseen by HR.
- Academic issues may not be grieved and should be addressed separately.
- If you have any other grievance-related questions, please contact L33management@yale.edu

How to Address Leaves of Absence

- GWs who wish to take either a medical or personal leave of absence must submit their completed paperwork to their department, which will forward the paperwork to the dean's office (gsasadministrativedean@yale.edu) for approval.
- An email of the approval will be sent to the GW and included in their **student** file.
- Leave paperwork for GWs is linked in the [Appendices](#) section of this guide.
- Some GWs will take a leave of absence to focus on representing Local 33 members as union stewards, which is allowed under the contract. This qualifies as a personal leave of absence and is processed the same way. GWs on union leave have a maximum allotment of two years and must start their leave concurrent with the spring or fall semester.

What Access Are Union Stewards Allowed?

- Reasonable access to university buildings to confer with Graduate Workers when a conference is necessary to administer the contract, i.e., for non-academic matters.
- Graduate Workers may make reasonable use of Campus Mail, their Yale email accounts, and their Yale Zoom accounts to communicate between and among themselves, with the Union, and with the University regarding matters relating to the administration of this Agreement.
- The Union may make reasonable use of university facilities for meetings, subject to availability and the rules, regulations, and charges applicable to university-recognized organizations.
- The Union may set up a table and make a presentation to Graduate Workers at any centralized orientation about Union membership, activities, contracts, and any related matters.

Do You Require Additional Assistance?

If you have questions about the Local 33 collective bargaining agreement or any other labor relations-related matter, please contact:

- Joe Sarno, Head of Union-Management Relations at joe.sarno@yale.edu.
- Katharine (Kitty) Robinson, Senior Labor Relations Representative at katharine.robinson@yale.edu.
- Or submit your question to (L33management@yale.edu).

If you would like to review the Local 33 collective bargaining agreement, FAQs, and other related materials, you will find them on the It's Your Yale website, at [Labor Agreements | It's Your Yale](#).

Appendices

Local 33 Generic Job Types
Coming Soon

Leaves of Absence Paperwork
[change_of_status_form_master.pdf \(yale.edu\)](#)

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