

# STUDENT APPOINTMENT MATRIX

	Appointment Types	Affiliation	Criteria / Definition of Work	Payroll Processing	Hours of Work
Academic Assistants	Undergraduate Academic Assistant (UAA)  Graduate Academic Assistant (GAA)	Non Union  Employment Standards set minimum pay rate	Preference for full-time student status  Intent is to provide students with research/educational experience  Perform work that may not be academic in nature, and not performed by a TA  Work is not necessarily related to student's field of study (i.e. 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	Initiate appointment through ePAF with offer letter attached  <b>Earnings Type:</b> 100% Regular (can be hourly or salaried)  If <i>Salaried</i> appointment, pay must be at least minimum wage and include an additional 4% for Vacation Pay  If <i>hourly</i> appointment, 4% Vacation Pay paid on each cheque, (i.e. hourly wage does not include vacation pay)  No benefit entitlements	<b>Recommended:</b> Average of 12 to 20 hrs per week during the academic year
Markers		BCGEU  Must comply with BCGEU Letter of Understanding #2 (including salary scale)	Marks exams, tests or assignments which require only objective marking	Initiate appointment through ePAF with offer letter attached  <b>Earnings Type:</b> 100% Regular; salaried or hourly  4% Vacation Pay <u>included</u> if salaried <b>OR</b> hourly appointment  Benefits defined in Collective Agreement	Average of 12 hours per week, Sept 1 to April 30, for a total of 384 hours
Miscellaneous	Co-op Students  Models  Student Peer Advisors  Other	Non Union  Employment Standards set minimum pay rate	<b>Co-op Students:</b> Enrolled in a Co-op Program from a Canadian Institution Positions advertised through Co-op Offices  <b>Fine Arts Models, Housing &amp; Hospitality Peer Advisors, etc.:</b>  Performs work not certified under the BCGEU Collective Agreement  If the criteria does not match, please contact Human Resources to confirm type of appointment	Initiate appointment through ePAF with confirmation letter from Co-op Coordinator and offer letter attached (include a three month probationary period)  <b>Earnings Type:</b> 100% Regular (can be hourly or salaried)  If <i>Salaried</i> appointment, pay must be at least minimum wage and include an additional 4% for Vacation Pay  If <i>hourly</i> appointment, 4% Vacation Pay paid on each cheque, (i.e. hourly wage does not include vacation pay)  No benefit entitlements	<b>Recommended:</b> Average of 12 to 20 hrs per week during the academic year
Student Research Assistants	Graduate Research Assistant (GRA)  Undergraduate Research Assistant (URA)  <i>Note: if student graduates in April, s/he can continue the appointment until the end of August</i>	Non Union	<b>GRA:</b> Conducts research that is an integral part of the student's graduate requirements.  <b>URA:</b> Conducts research that is an integral part of the student's undergraduate requirements.  Research funded	Initiate appointment through ePAF with offer letter attached  <b>GRA Earnings Type:</b> 100% Scholarship or Fellowship (subject to income tax but not CPP, EI or vacation pay); salaried appointments only  <b>URA Earnings Type:</b> 100% Regular; salaried or hourly  If <i>Salaried</i> appointment, pay must be at least minimum wage and include an additional 4% for Vacation Pay  If <i>hourly</i> appointment, 4% Vacation Pay paid on each cheque, (i.e. hourly wage does not include vacation pay)  No benefit entitlements	<b>Recommended:</b>  <b>URA:</b> average of 12 to 20 hours per week during the academic year  <b>GRA:</b> hours may be bound by granting agency, no minimum hours/week, but <b>cannot</b> work more than 1 FTE

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Work Study Program	Work Study Program (domestic)	<b>Non Union &amp; BCGEU</b>	<u>See Work Study Program for eligibility requirements</u>	<u>Job Proposal must be approved for funding under Work Study Program (see application details and dates)</u>	<b>Work Study Program:</b>
	Work Learn (international)	Work Study & Work Learn appointments approved through Work Study Program	Work Study appointments are for domestic students (Canadian citizens and permanent residents)	Forward Work Study Student authorization to On Campus Employment Coordinator for approval	<u>Sept-April:</u> maximum 12 hours per week
	Summer Career Placement NSERC	Perform work not certified by BCGEU  Summer Career placements are government wage subsidies and may perform minimal BCGEU work but can't displace union members  Minimum wage and term set by NSERC	Work Learn appointments are for international students  Intent of NSERC and Summer Career Placement is to provide students with research experience	Initiate appointment through ePAF with offer letter attached  4% Vacation Pay paid on each cheque, (i.e. hourly wage does not include vacation pay)  No benefit entitlements	<u>May-August:</u> maximum 20 hours per week  Maximum 300 hours per session
Teaching Assistants	Graduate Teaching Assistant I (GTA 1)	<b>BCGEU</b>	<b>GTA 1:</b> Holds a Master's degree and/or is registered in a doctoral degree program at UBC <b>GTA 2:</b> Holds a bachelor's degree and is enrolled in a master's program at UBC	Initiate appointment through ePAF with offer letter attached	Average of 12 hours per week, Sept 1 to April 30, for a total of 384 hours
	Graduate Teaching Assistant II (GTA 2)	Must comply with BCGEU Letter of Understanding #2 (including salary scale)	<b>UTA:</b> Is registered in a bachelor degree program at UBC	<b>GTAs Earnings Type:</b> 80% Regular, 20% Fellowship; salaried or hourly	
	Undergraduate Teaching Assistant (UTA)		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 during office hours	<b>UTAs Earnings Type:</b> 100% Regular; salaried or hourly  4% Vacation Pay <u>included</u> if salaried <b>OR</b> hourly appointment  Benefits defined in Collective Agreement	
Student Assistants	<b>Non Union - BCGEU</b> (student positions fall outside the bargaining unit)  Must comply with BCGEU Letter of Understanding #1 (including salary scale)		Performs BCGEU certified work	Initiate appointment through ePAF with offer letter attached (include 3 month probationary period)	Maximum 12 hours per week
		Exempt from Collective Agreement  Cannot displace union members  E.g.: Parking Assistants, Library Pages, Reception type duties, etc.	<b>Earnings Type:</b> 100% Regular; hourly  4% Vacation Pay <u>included</u> in hourly wage  No benefit entitlements		

Advertise student appointments on CareerConnect for free! <http://www.ubc.ca/okanagan/students/careers/welcome.html>  
For more information on hiring a student: <http://hr.ok.ubc.ca/resources/hiringstudents.html>

October 2014