

# Reader Policy

Rev July 2017 /hnn

# Department of History

The Department of History normally employs a reader when an upper division course has an enrollment of 35 or more: 35 equates to a 25% appointment and includes partial fee remissions. Priority is given to currently registered History Grad Students in good academic standing. On occasion we employ readers for courses with 30-34 enrolled, but those appointments do not include partial fee remissions.

## Qualifications for partial fee remissions for Graduate Students Readers:

- Must be registered by the end of the third week of classes (and be registered for entire semester)
- Must be enrolled in 12 units
- Must have a minimum 3.0 gpa, no more than two incompletes in upper div courses, and no registration blocks.
- Must meet "appointment eligibility requirements" as defined by Graduate Division

## Required reader duties:

- Attend all lectures.
- Read and grade papers/exams.
- Hold office hours to confer with students on their work.
- Up to 3 hours administrative duties as requested by instructor (total admin hrs + office hrs = 20 hrs).

**Hours for the semester:** total hours are determined by the number of students you'll be grading for, e.g., if you are grading for 35 students you will be paid to work 170 hours for the semester. 170 hrs consists of 3 hours grading per student (3x35=105) plus 45 hours lecture attendance plus 20 hours consultation with students (or combo consult/administrative not to exceed 3 hrs admin, and not to exceed 20 hrs combined)).

- If, for example, you are grading for 60 students you'll be paid 245 hours: (3 x 60 = 180) + 45 + 20.
- Headcounts for the # of students you'll grade for will be taken on the sixth day of classes.

## Wages, payroll and timesheets:

- Reader pay is \$14.67 per hour and will increase 10/1/17 to \$15.11 per hour.
- Readers are paid on the 1st of each month. If the first falls on a weekend or holiday, pay is issued the Friday before.
- Readers receive 4 paychecks per semester.
- Central Payroll will mail checks to the address listed in the payroll system unless/until you are enrolled in direct deposit.
- Readers must sign and submit four monthly timesheets. Timesheets will be distributed ~3 weeks after classes begin.

## Other requirements:

- First-time Academic Student Employees (ASEs) are required to attend a campus orientation session.
- The website listing ASE orientations dates is: <http://hr.berkeley.edu/labor/contracts/BX/orientation-dates>
- Students here on a visa are prohibited from working over 50% during the semester.
- Students may not work over 50% during the semester without pre approval (see Hilja to initiate process).
- Notify Hilja New if you have a concurrent appt on campus, or if you are on a fellowship with a max % of work allowed.
- Students on a Doctoral Completion fellowship (DCF, formerly DNTF) are limited to 25% appt for one semester.
- If receiving Financial Aid, check with the FA office for information on how employment may affect your loan award.

## Collective Bargaining:

- All readers are covered by the UAW Academic Student Employee Unit.
- All readers will receive an appointment letter upon hire.

**Per Graduate Division:** "Appointees to the Reader title are employed to render diverse services as course assistants, which will normally include the grading of student papers and examinations. Subject to assignment by the department, duties might also include attendance at lectures, office hours, consultation with the instructor, and other course-related duties. Readers may not perform teaching duties."

For additional readership info visit the Grad Div URL: <http://grad.berkeley.edu/financial/graduate-student-employment/guide/>