

## Session A - ATTACHMENT A (GSI)

The attached offer of compensation for a Session A- GSI appointment is subject to the following conditions:

- A. The University may cancel summer courses at its discretion for any reason. All Summer Sessions courses must meet a minimum enrollment as stated in the Minimum Enrollment Policy. If a course has not enrolled to the minimum amount by the first day of instruction of the relevant session, the course may be cancelled at Summer Session's discretion. Courses may also be cancelled by the sponsoring academic department based on their internal criteria. Should a course be cancelled before the start of the relevant summer session, the agreement for compensation is void and no compensation will be provided under any circumstances, regardless of any amount of work put into course preparation, development, or forfeiture of other opportunities.
- B. The collective bargaining agreement with the United Auto Workers Union limits the hours worked on a Summer Sessions' course at a 50 percent assignment to 20 hours per week. The limitation on the number of allowable hours of work per week will be applied proportionately to other percent appointments. Hours dedicated to a course beyond what is required by the instructor of record are not eligible for compensation.

At no time may you be assigned to work more than (8) hours in one day.

You are expected to advise your supervisor as soon as you perceive your assignment might exceed the assigned daily, weekly or Summer Session workload maximum, and you must obtain express advance written permission from your supervisor before working beyond the number of hours defined for your appointment.

- C. All GSI's, Tutors and Readers must adhere to University policy requiring classes, sections and office hours to be held at assigned times and locations. Any changes must be approved in writing by the Department Chair and must accommodate any student for which a change poses a scheduling or accessibility problem.
- D. Acceptance of the appointment indicates agreement to the terms set forth in Attachment A.

**\*\*NOTE for Summer 2016**

Emergency Loans: Students that find themselves in need of funds earlier than the first pay date can apply for an emergency loan through the Financial Aid Office. Application for emergency loans must be completed on or around May 1 to ensure timely processing before the end of the spring semester on May 13<sup>th</sup>. Later applications may be delayed or not processed at all. There is a fee for obtaining an emergency loan (currently \$20). Students that are appointed in Session A and take an emergency loan before the end of the spring semester are eligible to receive a rebate of the emergency loan fee from Summer Sessions. Students should bring their Session A appointment letter and Emergency Loan confirmation to the Office of Summer Sessions at 1995 University Ave, Suite 130, Berkeley, CA 94704 before the end of the fall semester. It should be noted that there is a maximum loan stated on the website, but students can be in contact with the financial aid office to request a larger loan amount due to extenuating circumstances. It should be noted that if a larger amount than the stated maximum is requested and not approved a lower amount cannot be approved without submitting a new application. If a larger amount is requested we suggest you apply early to allow time for reapplication should the larger amount not be approved. To obtain information on how to receive an emergency loan, please go to the financial aid website: <http://financialaid.berkeley.edu/short-term-emergency-loan>