

Date: August 5, 2025

To: Heads of Departments, Divisions, and Units Employing ASEs

From: James Lee

Associate Vice President, Faculty Services



Julianne Miyashiro

Director, Academic Employee Relations



Re: Compensating Academic Student Employees (ASEs) for training

Please distribute this memo to all coordinators, supervisors, and appointment processors for Teaching Associates (TAs), Graduate Assistants (GAs), and Instructional Student Assistants (ISAs) in your department/school, division, or college.

Academic Student Employees (ASEs) **must be compensated** for their participation in required job training. In furtherance of ensuring compliance with the ASE (Unit 11) CSU-UAW Collective Bargaining Agreement ([CBA](#)), we are asking that you take a moment to review [Article 22](#) of that agreement. It provides guidance on how to properly appoint ASEs to pay them for their training. The central tenets of the article are provided here.

1. ASEs are not expected to work extra hours “off the clock” to be trained to fulfill their duties. Exceptions to the paid training provision are limited to:
 - Compliance training per CSU policies (e.g., CSULearn for job type or location), or
 - Required courses within the curriculum for a degree or program of study
2. All required training and orientations undertaken during the term of an ASE’s appointment shall be considered part of the workload for that term. To ensure proper compensation, hours spent on ASE training may only be compensated with:
 - An appointment that provides time to train during scheduled work hours, or
 - One that increases the time base of the appointment on par with the time spent completing training (e.g., 6 hours training adds .01 FTE to a semester’s time base).
3. If any required orientation, training, or meeting is scheduled outside the dates of an appointment’s term (e.g., before fall semester begins), ASEs shall receive either
 - A separate appointment for the dates of the required activities, (e.g., with a “monthly” GA or TA job code), or
 - An extension of the term’s appointment to cover the dates of the required activities.

Finally, please never promise an ASE a stipend or bonus or other payment type for training—payment for training may only be issued through an ASE appointment. If you have any questions about how to appoint or compensate ASEs, this [web page](#) will likely help, but please feel free to reach out to Faculty Services (up-facultyservices@sjsu.edu) or to Academic Employee Relations (academic-employee-relations@sjsu.edu) directly.

C: Directors of Resources & Operations (DROs)