

Academic Student Employees (ASE): GSI, Reader, Tutor Physical, Environmental, and Mental (PEM) Demands of the Position

The intent of this “PEM” form is to provide a description of the physical, environmental, and mental demands on an Academic Student Employee (ASE) so that a medical provider can assess the need for a medical leave or accommodation. When the University requires that an ASE be examined by an appropriate University-appointed licensed health care provider for medical leave or accommodation, the University shall pay the costs of this health care provider.

When an ASE requests a medical leave or accommodation, Departments/Units should complete this form and provide it to the ASE. For leave requests, the ASE should give the completed form to their medical provider along with the [Certification of Health Care Provider for Employee's Serious Health Condition](#) for the medical provider to sign. For accommodation requests, the ASE should give the completed form to their medical provider with the Work Status Form (which can be found [here](#)). [Disability Management Services](#) staff can assist students and departments as needed to enact the interactive process for workplace accommodation. ASEs can also bring a union representative (berkeley@uaw2865.org) to interactive process meetings. Workplace accommodations can be appealed to [Disability Access & Compliance](#).

ASE name: _____

Department/Unit: _____

The demands of ASE positions are varied. **GSIs** are engaged in preparation, classroom and laboratory teaching, office consultation, and reading/grading student papers, etc. Additional information about GSI duties can be found in the [Policy on Appointments and Mentoring of Graduate Student Instructors](#). **Readers** render diverse services as course assistants, which normally include the grading of student papers and examinations. Depending on instructor, duties might also include attendance at lectures, office hours, consultation with the instructor and other course-related duties. Readers may not perform teaching duties. **Tutors** are employed to render individual or group instructional activities in support of regular academic programs. Under supervision a tutor's duties might include individual tutoring sessions, group tutoring sessions, presentation at workshops, and other duties as assigned. Tutors do not perform teaching duties assigned to the GSI series.¹

Check all that apply from the list of physical, environmental, and mental demands. In addition, specify any additional demands that are not listed.

Physical demands (check all that apply throughout a semester)

- Sitting for more than 1 hour at a time
- Standing for more than 1 hour at a time
- Walking for more than 1 hour at a time
- Extended periods of computer/digital screen use (more than 2 hours at a time)
- Repetitive hand motion such as typing, writing, drawing
- Fine motor control
- Twisting and bending of the neck
- Lifting/bending/squatting
- Carrying books to and from library
- Potential need to hike long distances or up an incline

¹ <https://grad.berkeley.edu/financial/appointments/handbook>

- o Frequent local travel during work hours (in a car/bus/train)
- o Performance on a stage
- o Other (please specify)

Environmental demands (check all that apply)

- o Exposure to dust/gas/fumes
- o Extended or repeated exposure to loud noises
- o Extended time spent in crowded, cramped, or small spaces
- o Protective equipment required (gloves, lab coat, eyewear, etc.)
- o Potential exposure to harmful chemicals
- o Potential exposure to infectious diseases
- o Potential exposure to extreme heat or cold for 2+ hours at a time
- o Other (please specify)

Mental demands (check all that apply)

- o Mental capacity to plan budget, work assignments, and schedule for long term projects
- o Must prepare materials to meet a specific major upcoming deadline (e.g., final exam)
- o Track and remember to meet regular small task deadlines on a daily basis
- o Manage collaborative projects with disparate groups from local to global level
- o Must apply abstract principles to solve complex issues
- o Ability to regularly change focus among several priorities
- o Ability to regularly shift attention within a busy work environment
- o Communicate orally in small interactive group settings (12 or fewer individuals)
- o Communicate orally in front of large groups (50+ to 1000+ individuals)
- o Must concentrate on complex writing tasks for 2+ hours per day
- o Other (please specify)

Instructor of Record or Department Chair: _____ Date: _____

printed name

signature