

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

# ACADEMIC HUMAN RESOURCES

## Overview Of Graduate Assistantships



# Agenda

- **General Information**
- **New Contract**
- **Miscellaneous**
- **Questions**



# Types of Assistantships

- **Research Assistant**
  - primarily involve applying and mastering research concepts, practices, or methods of scholarship.
- **Pre-Professional Grad Assistant**
  - primarily gain experience, practice, or guidance that is significantly connected to their fields of study and career preparation
- **Teaching Assistant**
  - primarily in support of instruction
- **Administrative Grad Assistant**
  - support of administrative functions



# Waiver Generating Assistantships

- **Academic Standing**

- Must be in good standing in academic program

- **Registration**

- Required in Fall and Spring
- May be required by academic program in Summer

- **FTE**

- Total Assistantship FTE 25 - 67%

- **Duration**

- $\frac{3}{4}$  of academic term, defined as 91 days FA & SP, 41 Summer (Summer I TA only, 21 days)
- Term = first day of classes through last day of finals



# Appointment Percentages

- **Total appointment limited to 67%**
  - Can have smaller percentage appointments, that aggregate to no more than 67%
- **Assistantships are professional level appointments, percent time is not rigidly equivalent to hours/week**
  - 50% FTE assistant expected to provide an average of 20 hours/week over the course of the full appointment period
- **Administrative GA positions are non-exempt and must keep record of actual hours worked**
  - Electronic timesheet can be found on Nessie
  - [https://nessie.uihr.uillinois.edu/cf/comp/index.cfm?Item\\_id=161](https://nessie.uihr.uillinois.edu/cf/comp/index.cfm?Item_id=161)



# Overtime Pay

- Federal Labor Standards Act (FLSA) determines whether a position/employee is eligible to be paid overtime.
- TA's, RA's, and PGA's are FLSA exempt and therefore not eligible to receive overtime compensation
- Administrative GA positions are non-exempt and eligible for overtime if more than 40 hours are worked in a single week
- Required to keep record of actual hours worked
  - Electronic timesheet can be found on Nessie
  - [https://nessie.uihr.uillinois.edu/cf/comp/index.cfm?Item\\_id=161](https://nessie.uihr.uillinois.edu/cf/comp/index.cfm?Item_id=161)



# Information for International Students

- 50% FTE Maximum
  - May not work more than 20 hours/week (from all jobs) when classes are in session
  - May work additional hours in break periods when classes are not in session (usually hourly positions)
- TA's must have demonstrated Oral English Proficiency to hold the appointment
  - If TA offer letter does not specify offer is contingent on successful completion of spoken English exam, unit must provide an alternate appointment



# Graduate Employees Organization (GEO)

- Teaching Assistants (TA) and Administrative Grad Assistants (GA) are covered by a collective bargaining agreement with GEO
- Research Assistants (RA) and Pre-Professional Grad Assistants (PGA) are not covered by the GEO
- Under the contract, 8 units are identified that require a TA experience; the first TA semester in those units is exempt from the GEO



# New GEO Contract

- **EFFECTIVE DATES**

- The new contract will be in effect from August 16, 2009 through August 15, 2012.



# New GEO Contract - Continued

- **ORAL ENGLISH PROFICIENCY OF INTERNATIONAL STUDENTS (PAGES 8 & 28)** - This section has been updated to reflect current Campus' practices.



# New GEO Contract - Continued

## ▪ **WAGES (PAGES 14 & 15)**

- The contract increases the campus minima for all graduate assistants (represented and non-represented) by 3.053% (ex: 50% 9mo from \$13430 to \$13840) retroactively to 8/16/09 for Academic Year 2009-2010.
- Those “continuing” assistants who earn above the minimum will **not** receive an increase in Academic Year 2009-2010.
- AHR made the changes to the job for those assistants who are impacted by the increase.
- A payroll adjustment program was written to process the retroactive pay due. Thus, no action is required by the unit.



# New GEO Contract - Continued

- **WAGES (PAGES 14 & 15)**

- Please read the entire section on wages for specifics on years two and three of the contract.
- Units can have internal pay structures but must comply with campus and contract minima.



# New GEO Contract - Continued

- **HEALTH CARE (PAGES 15 & 16)**
  - Increases the University's contribution to the Student Health Insurance Fee to 65% in year one of the contract and 75% in years two and three of the contract.



# New GEO Contract - Continued

## ▪ **SICK LEAVE (PAGE 18)**

- Paid Sick leave
  - Maximum 13 non-cumulative days per year
    - 6 ½ days for a semester appointment
    - Days are equal to your “work day”, not set at 8 hours
- New language has been added to the contract to help clarify this section.
  - The new language reads “For the purpose of determining a sick leave day, a day shall be a scheduled work day that contains scheduled work commitments including but not limited to lectures, recitations, labs, office hours and staff meetings.”
  - Sick leave days are determined based on employee’s pre-established schedule prior to the absence.



# Sick Leave Examples

- All examples assume that the employee has a 50% assistantship.
  - A 50 % assistantship would be eligible for 6.5 (for one semester) or 13 (for the fall and spring semesters) sick days at their percent appointment.
    - *Thus, a 50% assistantship would be eligible for 26 (for one semester) hours or 52 (for the fall and spring semester) hours of sick leave.*



# Sick Leave Examples - Continued

- Example One - An assistant on a 50% appointment does not work for an entire week (Sunday to Saturday) because they are sick.
- The student's pre-established schedule requires them to work four hours a day on Monday, Tuesday, Wednesday, Thursday and Friday.
- Therefore, the assistant will take five sick days (the equivalent of 20 hours) in order to cover their leave for that week.



# Sick Leave Examples - Continued

- Example Two – An assistant with the a 50% appointment has the following pre-established schedule:
  - Monday = Scheduled to work 4 hours
  - Tuesday = Scheduled to work 0 hours
  - Wednesday = Scheduled to work 4 hours
  - Thursday = Scheduled to work 8 hours
  - Friday = Schedule to work 4 hours.
- The assistant is sick on Monday, Tuesday and Wednesday.
- The assistant will have to take 8 hours (the equivalent of 2 sick days at their percent time) of sick leave time to cover this absence. It is assumed that the student will work approximately 12 hours this week.



# Sick Leave Examples - Continued

- Example Three – An assistant with the a 50% appointment has the following pre-established schedule:
  - Monday = Scheduled to work 3 hours
  - Tuesday = Scheduled to work 0 hours
  - Wednesday = Scheduled to work 3 hours
  - Thursday = Scheduled to work 0 hours
  - Friday = Schedule to work 3 hours
  - NOTE: The assistant has an agreement with her/his supervisor that the remaining 11 hours of their 50% appointment can be worked at any time throughout the week (Sunday through Saturday).
- The assistant is sick on Monday, Tuesday and Wednesday. The assistant will have to take 6 hours (the equivalent of 1.5 sick days at their percent time) of sick leave time to cover this absence. It is assumed that the student will work approximately 14 hours this week.



# Sick Leave Examples - Continued

- Example Four – An assistant with the a 50% appointment has the following pre-established schedule:
  - The assistant has an agreement with her/his supervisor that all 20 hours of their 50% appointment can be worked at any time throughout the week (Sunday through Saturday).
- The assistant is sick on Monday, Tuesday and Wednesday.
- The assistant will not have to utilize any sick leave time if they are able to get all of their work done (approximately 20 hours) on Sunday, Thursday, Friday and Saturday.
- If the assistant is only able to work 14 hours on Sunday, Thursday, Friday, and Saturday, it is the expectation that they will either take 6 hours (the equivalent of 1.5 sick days at their percent time) of sick leave time to cover this absence or ask their supervisor for permission to make up the six hours at a later date within the semester.
- **Note: International students are limited to working 20 hours a week. In order to “make up” time, they may work additional hours in break periods when classes are not in session.**



# Sick Leave Examples - Continued

- Example Five – An assistant with the a 50% appointment has the following pre-established schedule:
  - The assistant has an agreement with her/his supervisor that all 20 hours of their 50% appointment can be worked at any time throughout the week (Sunday through Saturday).
- The assistant is not able to work all week (Sunday through Saturday).
- If the assistant is not able to work any hours (Sunday through Saturday), it is the expectation that they will take 20 hours (the equivalent of 5 sick days at their percent time) of sick leave time to cover this absence or ask their supervisor for permission to make up the 20 hours at a later date within the semester.
- **Note: International students are limited to working 20 hours a week. In order to “make up” time, they may work additional hours in break periods when classes are not in session.**



# New GEO Contract - Continued

- **PARENTAL ACCOMMODATION (PAGES 18 & 19)**
  - The contract provides new “Parental Accommodation” provisions.
  - Eligible assistants are entitled to up to six (6) weeks of parental accommodation period immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years of age.
  - The parental accommodation period may be comprised of a two week paid Parental Leave, use of paid sick leave in accordance with Article XVII, Section B of the contract, and a request of personal unpaid leave of absence.



# New GEO Contract - Continued

- **PARENTAL ACCOMMODATION (PAGES 18 & 19)**
  - If an assistant does not have enough paid sick leave to cover the six (6) weeks of parental accommodation, a request to make up the balance of the six week period with an unpaid leave of absence must be approved.



# New GEO Contract - Continued

- **TUITION WAIVER SIDE LETTER (PAGE 29)**

- The side letter reads “During the term of this agreement, Graduate Assistants and Teaching Assistants will not have their tuition waivers reduced while they hold qualifying assistantships, are in good academic standing, and are making proper progress toward graduation in the program in which they began. This commitment is consistent with longstanding and ongoing practices.” Thus, assistants that meet this criteria are “grandfathered” and are not subject to changes that a unit makes to their tuition waiver policy.



# Side Note – Tuition Waiver Types

- **Tuition**

- Waiver type set by academic unit, not assistantship type
- Generally full tuition
- Certain curricula provide base-rate tuition only, student responsible for balance
  - *<http://www.grad.illinois.edu/policies/tuitionwaiver.htm#guide>*



# Miscellaneous

- Assistants Not Represented By The GEO (Research Assistants and Pre-Professional Graduate Assistants)
- Offer Letters (Pages 3 and 4)
  - Templates
  - Accuracy
- Federal Work Study
- Assistantship Positions That Require Minimum Enrollment



# Miscellaneous - Continued

- Leaves (Pages 17 – 20)
- Orientation and Training (Pages 7 & 8)
- Evaluations (Pages 9)
- Performance Management (Pages 5 & 6)
- Grievances and Arbitrations (Pages 20 - 23)
- Letters from the GEO
- Undergraduate Assistantships



# QUESTIONS?

Thank you for attending!!

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