

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Graduate Assistantship Orientation



Agenda

- Academic Human Resources/Graduate College Presentation
 - Academic Human Resources
 - *Deb Stone, Director*
 - *Cheryl Hahn, Associate Director*
 - Graduate College
 - *Deborah Richie, Executive Assistant Dean*
- Audience Questions
- Graduate Employee's Organization Presentation
 - Dave Beck
 - Lori Serb



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



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



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 a 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



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



What do you get with an Assistantship?

- Monthly stipend
- Tuition and fee waivers
- University paid access to McKinley Health Center and Counseling Center
- University paid dental insurance coverage
- University paid vision insurance coverage
- Partial payment of student health insurance fee - \$140/semester
- Sick leave
- Holidays
- Vacation -- 12 month assistantships only



What is included in a waiver?

- 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>



What is included in a waiver?

- Fees
 - Academic Facilities Maintenance Fund Assessment (AFMFA) fee
 - Library/Technology fee
 - Health service fee (McKinley and Counseling Center)
 - Service fee
 - Partial payment of the student health insurance fee



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



Stipends

- Paid monthly on the 16th of each month
 - 16th = Saturday, paid on Friday
 - 16th = Sunday, paid on Monday
 - Pay period is 16th of month to 15th of following month
- Minimum stipend rates set each year
 - GEO contract determines TA and GA minima
 - Campus administration sets RA and PGA minima
 - AHR monitors and ensures pay is at or above the minima
 - Units can have internal pay structures but must comply with campus and contract minima



Stipends continued

- Must be paid via direct deposit
 - New employees have 30 days to provide direct deposit information
 - Failure to provide banking information results in pay being provided via paycard
- NESSIE
 - <https://nessie.uihr.uillinois.edu>
 - Compensation Tab
 - *Provide bank information*
 - *Access earnings statements*
 - *Provide tax withholding information (W-4)*



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



Health Benefits

- McKinley Health Center
 - office visits with doctors, nurse practitioners, mental health therapists and health educators, as well as most x-rays and laboratory tests at no additional out-of-pocket expense. Many immunizations and medications are offered at low cost or no cost.
 - May enroll non-minor dependents
- Student Health Insurance
 - United Health Care is provider
 - May enroll dependents
 - Student Insurance Office
 - *4th floor Illini Union Bookstore Building*
 - *Enrollment period ends September 23, 2008*
 - <http://www.si.uiuc.edu/Home/tabid/36/Default.aspx>



- Dental

- Delta Dental is provider
- Assistants automatically enrolled
- May enroll dependents
 - *For fall: Sept 1 – Sept 30, 2008*
 - <http://www-4.deltadentalil.com/uofi.html>

- Vision

- EyeMed Vision Care is provider
- Assistants automatically enrolled
- May enroll dependents
 - *For fall: Sept 1 – Sept 30, 2008*
 - *Complete an enrollment application, mail to:*
 - *Fidelity Security Life Insurance Company*
 - *3130 Broadway*
 - *Kansas City, MO 64111*



Other Benefits

- Paid Sick leave
 - Maximum 13 non-cumulative days per year
 - *6 ½ days per semester*
 - *Days are equal to your “work day”, not set at 8 hours*
- Paid Vacation
 - Eligible only if appointment is for 12 month duration
 - 24 days per year (August 16 – August 15)
 - Days are equal to your “work day”, not set at 8 hours



- Parental Leave

- 2 weeks of paid leave immediately following

- *Birth or adoption*
 - *Cannot be used intermittently*
 - *Available to both mothers and fathers*
 - *Must occur during active appointment period*

- Bereavement Leave

- Up to 3 days paid leave upon death of

- *Immediate family*
 - *Same-sex domestic partner*
 - *Household member*
 - *In-laws*
 - *Grandparents and/or grandchildren*

- 1 day paid leave upon death of

- *Other relative than above who is not a member of your household*



- Jury Duty
 - Paid release time for the duration of jury duty
 - May retain funds paid for jury duty compensation

- Military Leave
 - Granted in accordance with the Illinois Military Leave of Absence Act
 - Contact Academic HR if need arises

- Leave without Pay
 - May request an unpaid leave without pay
 - Approval at sole discretion of the University



- Family Medical Leave Act (FMLA)
 - Must have 12 months of University employment
 - Must have at least 1250 hours of service in the last 12 months
 - Serious medical condition of self or family member
 - If eligible, FMLA provides 12 weeks of leave, leave not required to be paid

- Worker's Compensation
 - Covered under the University's plan
 - On the job, accidental injuries
 - *Report the accidental injury to your supervisor*
 - *Seek medical treatment*
 - *Complete the injury report form*



- 2008 – 2009 Holidays
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Day
 - Martin Luther King Jr. Day
 - Memorial Day
 - 4th of July



Terms of Appointment

- Offer letter
 - Can be email
 - Details
 - *FTE*
 - *Salary*
 - *Appointment dates (duration)*
 - *Assistantship type, including noting if covered by GEO*
 - *Supervisor in the unit*
 - *Major responsibilities of the position*



- **Renewal of Appointments**
 - Unit determined
 - Units encouraged to confirm plans as soon as known

- **Resignation**
 - Assistants required to give a minimum 14 day notice of resignation
 - Written release from appointing unit if resignation is sought in order to accept a different unit's assistantship

- **Termination**
 - Failure to enroll, maintain academic eligibility or withdraws from University
 - Disciplinary reasons following a prescribed process



Additional Responsibilities

- Annual Ethics Training/Certification Requirement
 - All University employees are required by state law to successfully complete annual Ethics training by a state determined deadline
 - Pay careful attention to notices and deadlines; generally notified via email with unit staff responsible for monitoring completion
- Absences
 - Learn unit expectations for notification and coverage procedures



Emergency Preparedness

- Review the Campus Emergency Response Guide
 - <http://www.dps.uiuc.edu/erg.pdf>
- Enroll in UI-Emergency notification program
 - <http://emergency.illinois.edu>
- What to do in an emergency
 - Call 9-911 from a campus phone
 - Call 911 from a cell phone
 - Campus Emergency Response Guide



Where do you go if you have an issue or concern?

- Campus Resources
 - Academic Human Resources
 - *Terms of your appointment*
 - *General employee relations concerns*
 - *Pay issues*
 - Office of Equal Opportunity and Access
 - *Concerns about possible discrimination*
 - *Sexual*
 - *Gender*
 - *Race*
 - *Disability*
 - *Age*



Where do you go if you have an issue or concern?

- Campus Resources
 - Graduate College
 - *Academic program*
 - *Tuition and fee waiver policies*
 - Your Appointing Unit
 - *Best place to start with any question*
 - Payroll Customer Service Office
 - *Tax or pay questions*

- GEO
 - If holding a GEO covered position, the bargaining agreement provides a formal grievance procedure



- Fair Share/Union Dues

- Not required to join the union
- Are required to pay fair share fees when holding a covered position and electing not to join the union
- Fair share and dues are paid via payroll deduction
- Fair share and dues fees determined by the GEO
 - *Fair share is 2% of gross pay*
 - *Dues are 2% of gross pay when holding a covered position; \$3/month when holding a non-covered position*



Helpful Links

- Academic Human Resources
 - <http://www.ahr.uiuc.edu/Grads/index.htm>
- Graduate College
 - <http://www.grad.illinois.edu/>
 - Graduate Handbook
 - *Tuition Waivers*
 - *Campus Assistantship Policies*
 - <http://www.grad.illinois.edu/gradhandbook>



Helpful Links

- Office of Admissions & Records (OAR)
 - Fee Explanation
 - http://www.oar.uiuc.edu/future/cost/tuition_details.html#fees
- Student Insurance Office
 - <http://www.si.uiuc.edu/>
- Delta Dental graduate student plan
 - <http://www.grad.uiuc.edu/current/dental.htm>
- EyeMed graduate student plan
 - <http://www.grad.uiuc.edu/current/vision.htm>

