Graduate Assistantship Orientation

Fall 2018

Illinois Human Resources
Presenters

**Academic Human Resources**
Heather Horn
Assistant Director, Labor & Employee Relations

**Graduate College**
Allison McKinney
Director of Academic Affairs, Graduate Administration
Catherine Ocen
Assistant Dean of Administration and Budget, Graduate Administration
Type 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)

Positions covered under the GEO Collective Bargaining Agreement

- Teaching Assistants (TA)
- Administrative Grad Assistants (GA)

Positions not covered under the GEO Collective Bargaining Agreement

- Research Assistants (RA)
- Pre-Professional Grad Assistants (PGA)

Under the contract, 8 units require a TA experience; the first TA semester is exempt from the GEO.
Employees are not required to join the union, but may elect to do so by signing a GEO member card.

Member dues are paid via payroll deduction.

Member dues fees are determined by the GEO:
- Dues are 2% of gross pay when holding a covered position
- $3/month when holding a non-covered position
Tuition Waiver Generating Assistantships

Student Status
- Must be degree-seeking student 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
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 providing instruction must have demonstrated Oral English Proficiency to hold the appointment
What do you get with an Assistantship?

- Monthly Wages
- Tuition and fee coverage
- University paid dental insurance
- University paid vision insurance
- Sick leave
- Holidays
- Vacation (12 month assistantships only)
What is included in a tuition waiver-generating appointment?

**Tuition**
- Waiver
- Base or full-type dependent on academic unit
  [http://www.grad.illinois.edu/gradhandbook/2/chapter7/tuition-waivers](http://www.grad.illinois.edu/gradhandbook/2/chapter7/tuition-waivers)

**Fees**
- 100% Health service fee – access to McKinley Health Center and Counseling Center
- 87% Health insurance fee
- 25% Health insurance fee of one dependent, if elected
- Academic Facilities Maintenance Fund Assessment (AFMFA) fee
- Library/Technology fee
- Service fee

*LEEP offered through an online program through the Graduate School of Library & Information Sciences and, as such, may not qualify for some of the benefits.*
**Appointment Percentages**

Paid monthly on the 16\textsuperscript{th} of each month
- 16\textsuperscript{th} = Saturday or Sunday, paid on Friday
- Pay period is 16\textsuperscript{th} of month to 15\textsuperscript{th} of following month

Minimum rates for wages are 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
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 FLSA non-exempt and must keep record of actual hours worked
   Electronic timesheet can be found on Nessie:
   https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5613
Wages (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)
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://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5613
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 a spouse or domestic partner

Student Health Insurance

United Health Care is provider

Coverage period begins **August 25, 2018**

May enroll dependents

Enrollment period ends **September 25, 2018**

Student Health Insurance Office

1109 S. Lincoln Street, McKinley Health Center, Room 29, Urbana, IL
Delta Dental is provider
Assistants automatically enrolled
Coverage period begins September 1, 2018
May enroll dependents
For Fall: Sept 1 – Sept 30, 2018
For Spring: Feb 1 – Feb 28, 2019
http://www.deltadentalil.com/

For more information and access to forms:
http://www.grad.illinois.edu/current/dental.htm
Vision

- **EyeMed Vision Care is provider**
  - Assistants automatically enrolled
  - Coverage period begins September 1, 2018
  - May enroll dependents
    - For Fall: Sept 1 – Sept 30, 2018
    - For Spring: Feb 1- Feb 28, 2019

For more information and access to forms:
http://www.grad.illinois.edu/current/vision.htm
Paid Leave

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

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
Bereavement Leave

Up to 3 days paid leave upon death of
- Immediate family
- Same-sex domestic partner
- Co-party w/ the assistant to a civil union
- 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
Other Leaves

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

Leave without Pay
- May request an unpaid leave without pay
- Approval at sole discretion of the University (except for parental accommodation period)

Military Leave
- Granted in accordance with the Illinois Military Leave of Absence Act
- Contact the Labor & Employee Relations Office if need arises
Parental Accommodation

The contract provides “Parental Accommodation” provisions.

Eligible assistants are entitled to up to 6 weeks of parental accommodation period following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years of age. Eligible assistants are those who hold an active appointment at the time the parental leave is taken. In addition, the eligible assistant’s entitlement to leave expires at the end of the appointment in which the qualifying event occurs. The leave is to be taken in blocks of time, the first of which is a paid 2 week block of time that must be taken immediately following the birth or placement of a child. The remaining 4 week block time may be taken at any time during that appointment period with advance notice to the unit.

The parental accommodation period may be comprised of a two week paid Parental Leave, use of paid sick leave in accordance with Article XX, Section B of the contract, and a request of personal unpaid leave of absence.

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.
Other Leaves (continued)

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 immediate family member
- If eligible, FMLA provides 12 weeks of leave, leave not required to be paid
- Additionally, University Family Medical Leave (UFML) policy covers leave for the serious health condition of a civil union partner

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
Holidays

2017-2018 University Holidays

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas Day
Christmas Day
Gift Days (December 27, 28, & 31, 2018)
New Year’s Day
Martin Luther King Jr. Day
Memorial Day
Terms of Appointment

Offer letter

Can be email

Details

- FTE %
- Assistantship type, including noting if covered by GEO
- Wages
- Appointment dates (duration)
- Supervisor in the unit
- Major responsibilities of the position
- Policy under which the tuition waiver for a student is governed
- Child Care resources available via a website
- Oral English Proficiency requirement of international students
Renewal of Appointments

Unit determined
Units encouraged to confirm plans as soon as practicable, preferably at least 30 days before the start of the Fall or Spring appointment

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
Taxation of Tuition Waivers

Those Teaching Assistants (TA) or Research Assistants (RA) that receive a tuition and partial fee waiver as a result of their TA or RA appointment will typically not have their tuition and service fee waivers taxed.

University has a 127 plan, which is an educational assistance program that exempts the first $5,250 (per calendar year) of the tuition and service fee waivers.

Cumulative Graduate Assistant (GA) or Pre-Professional Graduate Assistant (PGA) tuition and service waivers in a calendar year exceeding $5,250 are considered taxable benefits.

Tuition and service fee waivers for Graduate Assistants (GA) and Pre-Professional Graduate Assistants (PGA) are considered taxable income if 51% or more of all of her/his assistantship appointments combined are either a GA or PGA.
Additional withholding from your paycheck for any value above the $5,250 limit.

Possibility of paycheck reduction. This will depend on the value of the tuition and service fee waiver and the pay the PGA or GA receives for the services they perform for the University.

**Effective January 1, 2012 federal income taxes withheld at graduated federal tax rates.** This change should reduce the amount of tax withholdings for the majority of affected students. The amount of decrease in tax withholdings for each student will vary significantly.

Taxability of Certain Assistantship Tuition and Service Fee Waivers:
http://www.obfs.uillinois.edu/payroll/tuition-fee-waivers/

Monthly and Bi-weekly Tuition Benefit Net Pay Calculator:
http://www.obfs.uillinois.edu/payroll/
Student Employee FICA Exception

Internal Revenue Code – exception from FICA withholdings (Social Security and Medicare)

In general, the educational aspects of the relationship between the student and the University must be predominant over the service aspect, otherwise the student may be subject to FICA withholdings. [http://www.obfs.uillinois.edu/payroll/tax-information/fica/student-employee-exception/](http://www.obfs.uillinois.edu/payroll/tax-information/fica/student-employee-exception/)

Registration status and possible impact:
- Part-time student status (less than half-time)
- Late registration
- Drop classes
Additional Responsibilities

Abused and Neglected Child Reporting Act (ANCRA)

All University employees are required to complete education program and sign acknowledgement form

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 Plan
http://police.illinois.edu/emergency-preparedness/campus-emergency-operations-plan/

Enroll in Illini-Alert (Emergency Notification System)
All @illinois.edu email addresses are automatically enrolled
Log in to http://emergency.illinois.edu to add your cell phone number for text messages and a secondary email address

What to Do in An Emergency
Call 911 using any campus landline phone, a cell phone, or Lync* (it’s no longer necessary to dial the first 9 to get an outside line before dialing 911)
Refer to the Campus Emergency Response Guide
Campus Resources

Labor & Employee Relations Office
- Terms of your appointment
- General employee relations concerns
- Pay issues
- Contact Information: Heather Horn, hwilson@illinois.edu

Office of Diversity, Equity and Access (ODEA)
Concerns about possible discrimination/harassment
- Sexual
- Gender
- Race
- Disability
- Age
Campus Resources

Labor & Employee Relations Office
- Terms of your appointment
- General employee relations concerns
- Pay issues
- Contact Information: Heather Horn, hwilson@illinois.edu

Office of Diversity, Equity and Access (ODEA)
Concerns about possible discrimination/harassment
- Sexual
- Gender
- Race
- Disability
- Age
Your Appointing Unit
Best place to start with any question

Graduate College
Academic program
Tuition and fee waiver policies

Payroll Customer Service Office
Tax or pay questions: UIUC (217) 265-6363 or paying@uillinois.edu

GEO (GAs and TAs)
If holding a GEO covered position, the bargaining agreement provides a formal grievance procedure
Helpful Links

Academic Human Resources
http://humanresources.illinois.edu/

Graduate College
http://www.grad.illinois.edu/

Graduate Handbook
http://www.grad.illinois.edu/gradhandbook
  ▪ Tuition Waivers
  ▪ Campus Assistantship Policies
Helpful Links (continued)

Office of the Registrar
Fee Assessment Information
http://registrar.illinois.edu/financial/tuition.html

Student Insurance Office
http://www.si.illinois.edu/

Delta Dental graduate student plan
http://www.grad.illinois.edu/current/dental.htm

EyeMed graduate student plan
http://www.grad.illinois.edu/current/vision.htm

Research IT Portal Resources and Trainings
https://researchit.illinois.edu/
As of January 1, 2014, smoking is prohibited on all campus property at the University of Illinois at Urbana–Champaign, both indoors and outdoors, in university-owned vehicles and in privately-owned vehicles parked on campus property. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

**Purpose:** To provide a healthy environment that promotes the health, well-being, and safety of students, faculty, staff, and visitors at the University of Illinois at Urbana-Champaign by minimizing the negative effects of secondhand smoke; to improve fire safety; and to encourage a more sustainable environment.
Smoke-Free Campus Official Policy
Smoke-Free Campus Map
Tobacco-Free Toolkit
Electronic Cigarette Fact Sheet
Thank You!