



Graduate Assistantship Orientation

Fall 2016



Academic Human Resources • Staff Human Resources
Faculty/Staff Assistance Program • UI Wellness Center
Center for Training and Professional Development

the GRADUATE
COLLEGE



Presenters

Academic Human Resources

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Graduate College

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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)

Positions covered under the GEO
Collective Bargaining Agreement

Teaching
Assistants (TA)

Administrative
Grad Assistants
(GA)

Under the
contract, 8 units
require a TA
experience; the
first TA semester
is exempt from
the GEO

Positions not covered under the GEO
Collective Bargaining Agreement

Research
Assistants
(RA)

Pre-
Professional
Grad
Assistants
(PGA)

GEO Fair Share/Union Dues

Employees are not required to join the union

Employees 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 are 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

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 waiver – generating appointment?

Tuition

Waiver

Base or full - type dependent on academic unit

<http://www.grad.illinois.edu/gradhandbook/chaptervii/section04>

Fees

100% Health service fee – access to McKinley Health Center and Counseling Center

80% Health insurance fee

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

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

Paid monthly on the 16th of each month

16th = Saturday or Sunday, paid on Friday

Pay period is 16th of month to 15th 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

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)

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:

<http://www.hr.uillinois.edu/cms/One.aspx?portalId=964839&pageId=1060022>

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 a spouse or domestic partner

Student Health Insurance

United Health Care is provider

Coverage period begins August 18, 2016

May enroll dependents

Enrollment period ends September 9, 2016

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, 2016

May enroll dependents

- For Fall: Sept 1 – Sept 30, 2016
- For Spring: Feb 1 – Feb 28, 2017
- <http://www.deltadentalil.com/>

For more information and access to forms:

<http://www.grad.illinois.edu/current/dental.htm>

EyeMed Vision Care is provider

Assistants automatically enrolled

Coverage period begins September 1, 2016

May enroll dependents

For fall: Sept 1 – Sept 30, 2016

For spring: Feb 1- Feb 28, 2017

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

Paid Leave (continued)

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 Academic HR if need arises

Other Leaves (continued)

Parental Accommodation

The contract provides “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.

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

2016-2017 University Holidays

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas Day
Christmas Day
Day before New Year's Day
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

Terms of Appointment (continued)

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

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.

Taxation of Tuition Waivers Impact

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 Calculators

<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/>

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 Guide

- <http://www.dps.uiuc.edu/emergencyplanning/emergency.response.html>

Enroll in Illini-Alert (Emergency Notification System) <http://emergency.illinois.edu>

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

Academic Human Resources

- Terms of your appointment
- General employee relations concerns
- Pay issues
- Contact Information:
Heather Horn, hwilson@illinois.edu or 333-0033

Office of Diversity, Equity and Access (ODEA)

Concerns about possible discrimination/harassment

Sexual

Gender

Race

Disability

Age

Campus Resources (continued)

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://www.ahr.illinois.edu/grads/index.html>

Graduate College

<http://www.grad.illinois.edu/>

Graduate Handbook

<http://www.grad.illinois.edu/gradhandbook>

- Tuition Waivers
- Campus Assistantship Policies

Helpful Links

Office of the Registrar

Fee Assessment Information

<http://registrar.illinois.edu/financial/tuition.html>

Student Insurance Office

<http://www.si.uiuc.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>

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Smoke-Free Campus

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

[Smoke-Free Campus Official Policy](#)

[Smoke-Free Campus Map](#)

[Tobacco-Free Toolkit](#)

[Electronic Cigarette Fact Sheet](#)

Thank You!

