



Welcome

Graduate Assistant Employment Workshop

June 20, 2018

HR Academic and Student Personnel



Agenda for the Morning

1. Introductions
2. GA Benefits
3. Provost's Initiative
4. Article 4.9 and Article 8.4
5. Petition Process



Provost's Initiative, Fall 2018

- New for Fall 2018
- Outside GAU contract
- UF to be competitive nationally for the best GA's
- All new incoming PhD state-funded TA's will be appointed at .50 FTE
- 4 year roll-out – at the end of rollout all TA's will be at .50 FTE



Provost's Initiative, Fall 2018

- Provost and each unit dean agreed to new minimum for this initiative
- Most colleges ended up with college-wide stipend levels
- New hires to be processed same way – via hire ePAF
- **IMPORTANT** – please enter in comment section of the hire ePAF “Provost Initiative”
- New offer template on HR website for these hires



Provost's Initiative, Fall 2018

- Provision for an exception to the .50 FTE for these hires. Graduate School will handle these exceptions. Has to be a strong justifications for these exceptions.
- All current Graduate Assistants on appointment will stay on the old system until they graduate.
- Some colleges may bump salaries for these Graduate Assistants.



Article 4.9

- Article 4.9 allows continuing employees (TA's, RA's and GA's) who are on a 9 month contract and not enrolled for summer to be appointed as an RA for summer to work on research.
- 9 month job will be on short work break.
- Units will appoint the 9 month TA for summer as an RA via ePAF. Do not change any action on the Short Work Break job. No registration is required.
- Letter of appointment for RA is needed for summer appointment.



Leave of Absence

- Article 8 provides Graduate Assistants with provision for leaves such as medical and parental leave. This is unpaid leave.
- Six weeks of unpaid leave during any 12 month period for one or more of following reasons: Birth or adoption of child, care of loved one, health condition of the GA.
- Written notice should be given to unit no less than 30 days prior to the date of the requested leave.



Leave of Absence

- For these unpaid leaves, please contact HR-Academic Personnel so that a discussion can be held in regard to keeping the student in job data. This would then keep the GA benefits in place for the duration of the leave.
- Let us know as soon as possible and not after the fact.



Leave of Absence

- If leave is due to a serious health condition and the student may need to withdraw for the semester, then the dean of student affairs will need to be notified and determination will be made on the waiver and health insurance once discussions are held with the appropriate offices.



Leave of Absence

- Article 8.4 – GA's may request a leave of absence for a semester or a year to pursue research related to their academic program.
- This is an unpaid leave.
- A leave form will be available for units to use after review and approval by several offices.



What is a Petition to the Graduate School

- A petition is a request for an exception to a current graduate education policy due to an unusual situation beyond the control of student, staff or faculty.
- On a term-by-term basis
- Individual student basis
- Supported by academic rationale (not financial)
- Electronically Submitted



The Graduate School View of Petitions

- Only for rare and exceptional circumstances
- Best interest of the student (excluding financial)
- Each petition is reviewed individually by Graduate School staff
- Submitted by the academic unit on behalf of the student
- Petitions must be signed by the college representative
- Petitions are not accepted directly from students
- Petitions must be submitted in the appropriate semester



A Petition can involve...

- Deadlines
- Conditional Admission/Holds
- International Credential Holds
- **Graduate Assistantships**
- Fellowships
- Deferral for the Graduate School Preeminence Award and the Graduate School Funding award
- Degree Certification
- Other Petitions at UF



Graduate Assistant Petitions

- If some benefits of employment are not being offered (i.e. tuition or health insurance being paid by a scholarship from home country)
- Late Hires
- Begin work after the term begins
- Retain assistantship with less than 3.0 GPA
- Medical Withdrawal
- If an additional appointment is $<.25$ FTE OR if the sum of the two appointments exceeds $.50$ FTE
- Appointment $< .25$ FTE
- Reduction in Required Registration
 - Accommodations/Medical
 - Academic Reason (DRC)



QUESTIONS/DISCUSSION





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Benefits