Graduate Assistant Employment Workshop

July 19, 2016

Janet Malphurs, Assistant Director, HR Academic and Student Personnel
Ms. Melisa Smith, Employment Specialist II
1. Graduate Student Admission Letter
   • Without Funding as a Graduate Assistant
   • With Funding as a Graduate Assistant
2. Graduate Assistants United (GAU)
3. Letter of Appointment for Graduate Assistant
4. Common ePAF problems
5. Graduate Assistant Hire paperwork
1. Use this template for graduate students you want to admit into your degree program but DO NOT plan to immediately offer an appointment for graduate assistant (RA, TA, GA) employment.

2. Awards not related to a work assignment such as scholarships and fellowships, etc., can be included in this letter.

3. Add other information that may be pertinent to the admission of the student.

4. Remove language from header and footer.

---

**GRADUATE STUDENT ADMISSION LETTER WITHOUT FUNDING AS A GRADUATE ASSISTANT**

[Date]

[Name]
[Address]

Dear [name]:

Congratulations! I am pleased to offer you admission into the [major] [specify degree – Master’s, Ph.D., etc.] at the University of Florida, Department of [unit] beginning [semester and year].

The University of Florida participates in the Council of Graduate School’s resolution regarding acceptance of an offer of financial support. The resolution can be viewed at [http://www.cgsnet.org/april-13-resolution/](http://www.cgsnet.org/april-13-resolution/). It indicates that you are not required to provide a formal response to this offer prior to April 15, although you are certainly free to do so. [Use the prior language if offering scholarship, fellowship or other type of financial assistance that is not a graduate assistantship of employment] Please sign, date and return to me at your earliest convenience, but not later than [insert any date after April 15].

[Insert language regarding scholarships, fellowships, etc. if applicable]

The University of Florida has a mandatory health insurance requirement for all newly admitted or re-admitted students who are enrolled at least half time in a degree-seeking program and are attending any campus of the University of Florida. More information can be found at the following website: [http://studentinsurance.shcc.ufl.edu/](http://studentinsurance.shcc.ufl.edu/)

Students are the lifeblood of the University of Florida’s graduate programs. Your successful academic and personal growth through education and research at the University of Florida are a critical part of our mission and priorities. Therefore, I hope that you will accept our offer of admission and look forward to meeting you on [Date]. Please contact me at [352-####] or by e-mail at [##@ufl.edu] if you have questions about this offer or the program, or visit our [graduate student handbook] at the following [link]. Your department should add more information specific to their program.

Sincerely,

From Name

Signature of Applicant

Name __________________________ Date ______________________

Sample_GS_admission_letter_without_funding

Updated July 9, 2015

http://graduateschool.ufl.edu/faculty--staff/resources/admitting-new-students/
1. Use this template for students you want to admit into your degree program AND offer financial support through employment as a graduate assistant (TA, RA, or GA).
2. Add other information that may be pertinent to the admission of the student.
3. Awards not related to a work assignment such as scholarships and fellowships, etc., can be included in this letter.
4. The details of the proposed GA appointment should be described in a separate letter of appointment.
5. If more than one academic or administrative unit are making commitments for employment, two separate Letters of Appointment should be provided to the student.
6. Remove language from header and footer.

http://graduateschool.ufl.edu/faculty--staff/resources/admitting-new-students/
April 15 Resolution
Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

CGS has prepared a shareable PDF of the Resolution that includes a list of CGS member institutions that have expressed support for the agreement.

This Resolution was renewed October 2014.

*This Resolution applies to offers of financial support only, not offers of admission.
Agreement

Between

University of Florida Board of Trustees

And

Graduate Assistants United
United Faculty of Florida

2014-2017

ARTICLE 4

APPOINTMENTS, REAPPOINTMENTS, AND TERMINATIONS
ARTICLE 4.1 — LETTER OF APPOINTMENT

4.1 Letter of Appointment. The university shall make appointments on standard letters of appointment signed by a representative of the university and the appointee. The letter of appointment shall be sent to the appointee within ten (10) days after the conditions necessary for the appointment to have been met. No salary shall be paid in the absence of a signed letter of appointment properly on file with the university. The letter shall contain the following elements as a minimum:

(a) Date;
(b) Professional classification system title and job code, if any;
(c) Employment unit (e.g., department, college, institute, area, center, etc.);
(d) Length of appointment;
(e) Special conditions of employment including a description of duties;
(f) Name of supervisor;
(g) A statement that the employee’s signature shall not be deemed a waiver of the right to process a grievance with respect to the appointment in compliance with Article 22, Grievance Procedure;
(h) Percent of full-time effort (FTE) assigned; and
(i) Salary rate and bi-weekly stipend.
ARTICLES 4.2 – 4.6

4.2 Length of Appointment. Appointments may be for any period of time up to one calendar year.

4.3 Upon written request, the UFF-UFGAU shall be provided written information regarding established guidelines for teaching assistant appointments. When appointed, employees shall be provided with criteria concerning reappointment.

4.4 No appointment shall create any right, interest, or expectancy in any other appointment beyond its specific term.

4.5 Reappointment Notice. Employees eligible for reappointment shall receive written notification of continuation or non-continuation of employment on the following schedule:
   (a) 9-month appointments: by May 15 for the following academic year
   (b) 12-month appointments: 90 days prior to expiration of existing appointment
   (c) One semester appointments: 45 days prior to expiration of existing appointment

4.6 The parties recognize that last minute appointments or reappointments may result from such things as grants received, the resignation of a bargaining unit member and a resulting appointment, or the need to add teaching sections because of enrollment growth. Such appointments shall be made in as timely a matter consistent with the spirit of the language in this article.
4.5 Reappointment Notice. Employees eligible for reappointment shall receive written notification of continuation or non-continuation of employment on the following schedule:

(a) 9-month appointments: by May 15 for the following academic year
(b) 12-month appointments: 90 days prior to expiration of existing appointment
(c) One semester appointments: 45 days prior to expiration of existing appointment
4.6 The parties recognize that last minute appointments or reappointments may result from such things as grants received, the resignation of a bargaining unit member and a resulting appointment, or the need to add teaching sections because of enrollment growth. Such appointments shall be made in as timely a matter consistent with the spirit of the language in this article.
4.7 Changes in Appointment.

(a) Any appointment may be curtailed, diminished, or terminated at any time only by reason of any one of the following:

1. Continued failure to perform duties as specified in the letter of appointment after written notification
2. Failure of the employee in the academic judgment of the university to maintain satisfactory student status or to make appropriate progress toward the degree
3. Incompetence or misconduct of the employee which is documented
4. Completion of degree requirements
5. Lack of funds as a result of adverse financial conditions

(b) In case of 4.7 (a)(5), the university shall provide three weeks’ notice if practicable, and make every effort to reassign the affected employee. The notice shall include a statement which indicates that this action is grievances under the provisions of this collective bargaining agreement.

(c) When the university has reason to believe that the employee’s presence on the job will adversely affect the operation of the university, the university may immediately place the employee on leave with pay pending investigation. However such leave with pay shall not extend beyond the semester in which the action by the university was taken.
4.8 When a graduate assistant’s current appointment is curtailed, diminished, or terminated, the university will provide the graduate assistant with a letter detailing the reasons including relevant dates. This letter shall inform the graduate assistant that the action may be grievable under Article 22 of this collective bargaining agreement and include a reference to the UFF-UF-GAU website.
LETTER OF APPOINTMENT FOR EMPLOYMENT
FOR GRADUATE ASSISTANT

http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel/graduate-assistants/
Template - LETTER OF APPOINTMENT for Employment

Revised 03/14/2016

Summary:

Date:

Name of Appointee:

UFID:

Title:

Employing Department/Unit:

FTE:

Annual [or Academic] Rate of Pay:

Bi Weekly Rate of Pay:

Begin Date:

End Date:

Evaluation Date:

Special Conditions:

Terms and Conditions:
Your duties and responsibilities include, but are not limited to, [insert description of duties and responsibilities -- Example -- teaching discussion sections of a Course _____ or Course _____, holding regular office hours (3 hours weekly), responding to the academic needs of your students, completing exam grading, assigning final grades, course administration, preparation for the next semester, and other duties as assigned.] Your work activities are to be coordinated with your supervisor, ________________ [name and title of supervisor].

Your stipend will be accompanied by a tuition waiver for ___ credit hours, the minimum required registration (___ each Fall and Spring, ___ in Summer C) [insert credit hours]. You are reminded that while tuition is included in your assistantship, all students are responsible for the fees associated with each credit hour of registration. Detailed information on current tuition and fees can be found at the following website:  http://www.fa.ufl.edu/bursar/current-students/.
As a ________________ [title of position], and if you are appointed .25 FTE or greater, you are eligible to enroll in the GatorGradCare health insurance plan. There is no cost to you for individual coverage. GatorGradCare enrollees who include coverage for their dependent(s) on their online enrollment are responsible for the dependent premium.

Enrollment in GatorGradCare is not automatic. To participate you must submit your GatorGradCare enrollment during the designated enrollment periods and must re-enroll in GatorGradCare each academic year to continue coverage. The enrollment period for annual/fall coverage is March through September 14. The enrollment period for spring/summer coverage is October through January 30. The enrollment period for summer only coverage is March through May 16. Information about the GatorGradCare plan and the link to the online enrollment can be found at the following website: http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/

The University of Florida has a mandatory health insurance requirement for all newly admitted students who are enrolled at least half time in a degree-seeking program and are attending any campus of the University of Florida. Students are required to show proof of adequate health insurance as a condition of enrollment. It is important that you check ONE.UF to review the mandatory health insurance requirement hold on your academic record and read and agree to the policy. More information including insurance coverage guidelines, frequently asked questions, how to submit one's insurance information and more, can be found at http://studentinsurance.shcc.ufl.edu

If you enroll in GatorGradCare, this coverage meets the mandatory health insurance requirement. You do not need to do anything else after submitting the GatorGradCare enrollment through the enrollment site and agreeing to the mandatory health insurance requirement policy through your ONE.UF account. Because of the timing, you will see the charge for the school-sponsored plan on your account until your GatorGradCare eligibility is confirmed. You should not pay this charge because it will be removed once your GatorGradCare eligibility is confirmed after the drop/add period.
Pending available funding, we plan to continue your appointment for [indicate academic or calendar] years. This appointment will be renewed annually, conditional upon the availability of funding, satisfactory performance, maintenance of the required registration, and an overall graduate GPA of 3.0 or higher, as well as compliance with the terms and conditions of this Letter of Appointment, and the applicable rules, regulations, policies and procedures of the University of Florida. If you meet the state’s eligibility requirements for Florida residency status, you will be expected to apply for Florida residency as soon as you are eligible. Detailed information on applying for Florida residency can be found at the following website: [http://www.admissions.ufl.edu/residency.html](http://www.admissions.ufl.edu/residency.html)

This appointment between you, the appointee, and the University of Florida, is subject to the constitution and laws of the State of Florida, the rules of the Florida Board of Governors, the University of Florida’s Board of Trustees, and the Collective Bargaining Agreement.

Under the Immigration Reform and Control Act of 1986, the University of Florida is required to verify the identity and work authorization of all new employees. As a federal contractor, the University of Florida also participates in E-Verify, the federal on-line verification system. To comply with these requirements, on or before your first day of employment, you must complete Section 1 of Form I-9. Additionally, you must present documents that verify your identity and work authorization within the first three business days after your start date. Should you fail to provide the appropriate documentation by the end of the third business day as required by law, your appointment will be terminated until you can provide such documentation.
If you do not meet all of the eligibility requirements outlined in this Letter of Appointment and in the Graduate Student Handbook (http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf), including maintaining the minimum registration requirement for your Appointment, all tuition payments will be voided and rescinded. You agree that any change in eligibility of academic or employment status after your graduate tuition payment is processed will result in the original payment liability being reassigned to you.

Please review the details of the offer in this Letter of Appointment and, if you agree to all of its terms and conditions, return a signed copy to me as soon as possible, but no later than ___________ [insert the date the letter must be returned]. Such acceptance will not be considered a waiver of your right to process a grievance concerning this appointment, pursuant to any applicable law, rule or provision of the Collective Bargaining Agreement. This appointment shall not create any right, interest, or expectancy in any other appointment beyond its specific term.

We are excited about your acceptance of our offer of appointment. We will have additional paperwork for you to complete prior to the beginning of the ________ [insert semester] semester in order to complete your appointment. We will contact you after we have received this signed Letter of Appointment to schedule an appointment for you. Please do not hesitate to contact me at (352) ____-______ [insert phone number] or by e-mail at ____________ [insert email address] if you have any questions about this letter.

Sincerely,

Name From

Signature of Employee

Employee: __________________ Date: __________ Name of Supervisor: __________________
Requirements to be a GA

- Classified as a Graduate Student
- GPA – 3.0 or higher
- Proper Registration per combined FTE
- Proper title chosen for work being done
- Minimum salary met

**NOTE:** Verify student’s UFID
Duplicate ID’s? Social Security match?
• Check registration
  – Graduate Assistants and Pre-doc Fellows must meet minimum registration requirements (based on FTE)
  – Registration requirements can be found at http://gradcatalog.ufl.edu
  – To waive registration requirements, petition Graduate School
Appointment Letters

Now Required by HR for all Hire and Job Edit ePAFs

• Must use the template letters found on the Academic Personnel website
  – Created by mutual agreement between the Graduate School and Graduate Assistants United (GAU) union

• This is a Contract

• Changes to contract must have an addendum letter signed by the student
Appointment Changes

**Remember: signed addendum needed for HR approvals**

- When an appointment changes
  - Rate change
    Requires change in duties or responsibilities
    **Note**: indicate change in new appointment letter or signed addendum
  - Change in FTE
    FTE changes must have corresponding and proportional change in salary up or down, unless duties or responsibilities change
Appointment Changes

- When an appointment changes
  - Change in title
    Need appropriate student classification
  **Reminder:** teaching titles require international students (from non-English speaking countries) to pass the Test for Spoken English (TSE)
  - NOTE:
    If you are changing a Salary Plan from STAS to GA or GA to STAS, do not use a Job Edit ePaf. Use a Hire ePaf and check *Leaving Another Job.*
Common ePAF Problems

• Don’t get an ePAF denied or recycled for these reasons!
  – Missing required paperwork or GatorStart not complete
  – I-9 and other documents filled out incorrectly
  – FICA Status (needs to be exempt)
  – Job Code
  – Comp Rate
  – FTE total over .50 for Foreign National
  – Not registered properly per FTE
  – FTE change: comp rate adjustment is not proportional
  – Effective date is wrong
  – No current signed letter attached to ePAF

*DO NOT fill out paper I-9 if employee completes GatorStart
Use the **New Hire Checklist** to confirm required paperwork.

<table>
<thead>
<tr>
<th>Paperwork/Completed</th>
<th>Salaried Faculty</th>
<th>OPS Faculty (Adjunct)</th>
<th>Post-Doctoral Associates</th>
<th>Graduate Assistants</th>
<th>House Staff</th>
<th>Pre- and Post-Doc Fellows</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire Demographic Form*</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>I-9 (Federal law requires completion on or before the employee’s first day of employment)</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>X</td>
</tr>
<tr>
<td>W-4 OR W-9</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>X</td>
</tr>
</tbody>
</table>

*GatorStart is not sent to Foreign Nationals, Fellows or current employees. Please complete the paper versions of the forms marked with a “G” for Foreign National or Fellow new hires.
Grad Assistant Hire Paperwork

- All US Citizens and Permanent Residents must use GatorStart portal to fill out hiring paperwork
  - Notarized Loyalty Oath and Intellectual Property Agreement
  - I-9 supporting documents
  - Selective Service Registration (males 18-25)

If Fellowship appointment is the only active appointment in Job Data, GatorStart will need to be manually created. Please call 392-2477.
• Required paperwork for Foreign Nationals
  – I-9 form – filled out per federal guidelines
  – Windstar form from Tax Services
  – W-4 – all necessary boxes filled out, signed, dated
  – Direct deposit form – with voided check or bank letter
  – Social Security Card
  – Passport
  – I-94
  – I-20 or DS-2019 (if F1 or J1 visa holder)
  – Notarized 4n1 form (HR50 – includes Loyalty Oath, Intellectual Property Agreement, Veteran Survey, Ethnicity and Race Form)
  – Marketplace Acknowledgment form
  – Invitation to Self Identity form
• Always use academic calendar dates as set by the Provost (see Academic Personnel website)

• Grad School petitions should only be requested for other hire effective dates

• New hire paperwork must be completed for any hire, either new or a rehire with a break in service of one day or more – including GatorStart packets
• Appointments should not be terminated in the middle of the semester

• Termination for cause should be reviewed with your Dean’s Office, Dean of Student’s Office, Graduate School, and Employee Relations.

• Beginning Fall 2016 all Letters of Appointment will be required to be sent to HR Academic and Student Personnel

• Contact Academic Personnel for any cross college tuition waiver entries. Contact your college HR administrator for cross department tuition waiver entries.