



Handbook for Graduate Assistants and Supervisors

OFFICE OF THE VICE PROVOST FOR GRADUATE STUDIES

REV. 10/01/18

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Graduate Studies
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732-571-7550
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I. INTRODUCTION

The appointment of Graduate Assistants (GA) is a well-established and successful practice in higher education. At Monmouth University, we recognize the value of GAs for educating graduate students as developing professionals in training; for the important roles GAs serve in interacting with, mentoring, inspiring, and helping undergraduate students and fellow graduate students; and for providing critical support to graduate faculty.

Graduate Assistants have a special relationship with the University. The primary goal of an assistantship is to augment the student's educational objectives and assist in the successful completion of the student's degree program. The GA is clearly a student who, while making progress in the degree program, has special opportunities to receive experience in a profession under the supervision of a mentor. Graduate Assistants are considered students, and not employees of the University, and the tasks assigned to them must be justifiably consistent with the students' educational and career objectives. Recognizing this unique relationship, the University views GAs as students first and foremost and the ultimate goal of any GA is to complete a graduate degree with a high level of proficiency and in a timely fashion with financial assistance that helps defray the cost of graduate studies.

In addition, GAs make important and valuable contributions to the graduate culture of a campus and its graduate programs. It is essential that GAs be assigned roles and be supervised in such a way that the graduate studies and assistantship responsibilities reinforce one another. The assistant/mentor relationship is vital and the best experiences develop from careful planning and monitoring. Through this, both graduate students and the University benefit from the relationship.

The intent of the policies and procedures outlined here is to safeguard both the student and the University, and to provide guidance, flexibility and support for department, school and divisional programs involved in graduate education and areas utilizing GAs. This handbook has been designed to help students and supervisors understand Graduate Assistant policies and procedures at Monmouth University. Regardless of the source of the Graduate Assistant's funding, it is essential that all Graduate Assistants and supervisors involved with Graduate Assistants familiarize themselves with the information contained herein.

This handbook should be kept accessible and used as a reference. The contents of this handbook are NOT to be construed as a contract or agreement. **Nothing in this handbook or any other document provided is intended to be, nor should be, construed as a guarantee that a Graduate Assistantship or any benefit will be continued for any period of time.** The policies and procedures described in this handbook are updated on a periodic basis, and the University reserves the right to change, modify, or supersede any of these policies and procedures with or without notice at any time. Individual departments may have established additional policies and procedures regarding Graduate Assistants which they will share with each Graduate Assistant. Departments' specific guidelines do not, however, supersede policies contained within this manual.

Questions concerning this handbook or Graduate Assistantships in general should be directed to the Graduate Studies Office, located in Wilson Hall, Room 210, (732) 571-7550.



II. EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION STATEMENT

Monmouth University supports equal opportunity in every phase of our operation including recruitment, admission, educational programs, and employment practices of recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff and return from layoff, social and recreational programs and any other aspects of education or employment. The University does not discriminate on the basis of race, color, creed, ancestry, national origin, nationality, sex (including pregnancy and sexual harassment), affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, marital status, domestic partnership or civil union status, age, liability for military service, protected veteran status, or status as an individual with a mental or physical disability, including AIDS and HIV-related illnesses or any other protected category under applicable local, state or federal law. The University also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

Monmouth University affirms the right of its faculty, staff, and students to work and learn in an environment free from discrimination and harassment, including sexual harassment, and has developed procedures to be used to resolve discrimination or harassment complaints. A copy of the University-wide policy on discrimination and harassment, including sexual harassment, which describes the procedures for resolving such complaints, may be obtained from the Director of the Office of Equity and Diversity located at: 400 Cedar Avenue, Wilson Hall, Room 304, West Long Branch, NJ 07764, Phone: (732) 571-7577, Fax: (732) 263-5140.

Additionally, inquiries may be made externally to: Office of Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1100. Customer Service Hotline Phone: (800) 421-3481, Fax: (202) 453-6012, TDD: (877) 521-2172, Email: OCR@ed.gov, Web: www2.ed.gov/about/offices/list/ocr/index.html

Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov>

III. TYPES OF GRADUATE ASSISTANT APPOINTMENTS

A. Graduate Assistants

Graduate Assistants may assist in any division of the University in roles that do not necessarily provide direct, substantive or sustained support for teaching or research initiatives. These may include clinical or administrative duties but they must be inherently related to the student's graduate education and professional goals. Examples may include but are not limited to campus ambassador roles, support for special projects, peer mentoring and support, etc. GA positions are not to be used for roles with primary responsibilities that are purely clerical or intended to provide routine secretarial, administrative or office staffing support.

B. Graduate Teaching Assistants

Graduate Teaching Assistants (GTAs) are graduate students who have instructional assignments in classrooms or laboratories, under the supervision of a faculty member who has ultimate responsibility for the course. GTAs *do not* replace faculty in the classroom but enhance and permit instruction and instructional support to provide a higher quality educational experience than would be possible otherwise. GTAs provide valuable support to faculty, and GTAs benefit from developing teaching skills and a deeper understanding of the discipline by working closely under the supervision of an experienced faculty member.

GTAs Responsibilities:

GTAs may have one or more of the following responsibilities:

- (i) Coordinate or assist in instruction in laboratory courses, discussion, quiz or problems sessions, and writing experiences etc.;
- (ii) Assist with classroom teaching (attending classes, taking notes, taking attendance, proctoring exams, tutoring undergraduate students, helping to prepare lectures and discussion sessions), e-mail and other class correspondence, other duties as assigned;
- (iii) Meet with students or small groups, lead group discussions, and hold office hours for supporting instruction, mentoring, consultation etc. Depending on the nature of the teaching assistantship, GTAs are encouraged to hold office hours;
- (iv) Support in-classroom activities under the supervision of a faculty member;
- (v) Independently lead discussion, tutorial, or supplemental sessions of courses that are taught by a faculty member;

(vi) Hold special sessions and class meetings under the supervision of a faculty member;

(vii) Administer colloquium programs or other special sessions; or

(viii) Other additional, related duties as assigned.

Faculty Member of Record for a Course Responsibilities:

The faculty member of record for a course bears primary and ultimate responsibility for its instruction. To ensure that the involvement of GTAs in instruction is optimal, faculty members assume the following responsibilities:

- Determining the course content, producing the course syllabus, etc.
- Determining the grading policy and assigning grades for the course
- Providing in-service training for GTAs
- Evaluating the progress of the GTA

GTA's are NOT permitted to do the following:

- Give lectures as a replacement for a regularly scheduled class session to be taught by a full-time faculty member.
- Grade quizzes or exams, assign course grades or enter or submit course grades.
- Hold office hours as a replacement for faculty office hours.
- Be enrolled in courses for which they are assigned assistantship responsibilities.
- Provide direct instructional support in graduate courses.

C. Graduate Research Assistants

Graduate Research Assistants (GRA) assist in conducting research of a scholarly nature typically under faculty supervision. The duties of a GRA may include but are not limited to developing specific research projects, theoretical analyses and models, gathering and analysis of data, specific projects that require substantive research, externally funded projects that support GRA involvement, the production and/or publication of scholarly journals and research reports, and other examples.

IV. GENERAL POLICIES:

- 1) Graduate Assistant appointments at the University may be filled by any qualified graduate student.
- 2) Non-matriculated Graduate students are not eligible for appointment.
- 3) A Graduate Assistant who is the spouse or child of faculty, staff or administrators and/or immediate family members is not permitted to be appointed in the same department as their family members.
- 4) A spouse or child of faculty, staff or administrators who is eligible for a Tuition Remission benefit may apply for a Graduate Assistantship. Students awarded a Graduate Assistantship may not apply any Tuition Remission benefit towards any portion of the credits awarded for such assistantship. The Tuition Remission benefit may only be applied to registered credits above and beyond the number of credits awarded for the assistantship and may not be applied towards any prorated amount which may occur (for reasons such as, but not limited to, not completing the hours requirement; or resignation or termination of the Graduate Assistantship). University employees are not eligible for Graduate Assistant appointments.
- 4) Any full-time or part-time graduate student who holds an Optional Practical Training Card (OPT) **may not be** appointed to an assistantship in an OPT position. Only those International Graduate students readmitted to Monmouth in a second full time degree program (at least 9 Credits) may be considered for assistantships through the Graduate Studies Office. These students may be Graduate Assistants a maximum of 20 hours per week (Monday-Sunday).
- 5) The Graduate Studies Office will be responsible for the administration of all graduate student assistantship policies and practices. This includes budget allocation, requiring current Graduate Assistant job descriptions, processing all necessary forms, and coordinating with University offices for all Graduate Assistantship-related requests and services.
- 6) Graduate students will be permitted to begin assistantships only after they have completed all necessary forms in the Graduate Studies Office and the Office of Student Employment. Offices are not permitted to allow Graduate Assistants to begin until all required documents have been completed.
- 7) Under limited circumstances Graduate Assistants may work from home or from their residence hall. To do so, all Graduate Assistants and their Supervisors need to complete a Student Employee Telecommuting Agreement form which must be submitted along with a written description of work and other necessary items per the Telecommuting Policy to the Office of Graduate Studies and receive approval by the Vice Provost for Graduate Studies before the student can telecommute.

The Student Employees Telecommuting Policy and Agreement form is available through the Office of Graduate Studies and the Graduate Studies team site on myMU.

- 8) Graduate Assistants driving automobiles for University business must maintain and carry a valid driver’s license, vehicle registration and proof of insurance (e.g., NJ Insurance Identification Card), and exercise care in driving and maintaining the vehicle. The insurance covering the vehicle being driven is primary (e.g., if the Graduate Assistant is driving his/her own vehicle, his/her insurance provides primary coverage). If the Graduate Assistant is involved in a motor vehicle accident/incident while on University business he/she must cooperate fully with all investigating agencies and immediately notify his/her supervisor and also the Director of Compliance/Risk Manager at (732) 263-5355. Note, however, that no reimbursement is allowed for the cost of repairs (including any deductible) to a personal/private automobile. Any fines, summonses or towing charges that are incurred are the responsibility of the Graduate Assistant. Graduate Assistants are **NOT** permitted to drive Monmouth University owned or leased vehicles.
- 9) Graduate Assistants must satisfactorily fulfill their responsibilities, including required hours of work, for their assignment by the scheduled Reading Day for the applicable Fall or Spring semester, and by the last day of Summer Session E classes for Summer session assistantships. The total hours that must be met are as follows:

# of GA Credits Awarded	Total Hours Requirement
3	93 hrs. + 20 min. (approx. 6 hrs. + 40 min. per week)
4.5	140 hours (approx. 10 hours per week)
6	186 hrs. + 40 min. (approx. 13 hrs. + 20 min. per week)
9	280 hours (approx. 20 hours per week)

To fulfill the total hours requirement for the assistantship, GAs may need to work during semester breaks when the University is open or adjust hours worked on a weekly basis. GAs should remain in contact with their supervisors regarding how they will fulfill their hours and work requirement. Holidays, sick days, or other non-working time does not count toward the GA hours requirement.

- 10) Graduate Assistants may not begin working their assistantship until they have completed all necessary paperwork with the Graduate Studies office and the Office of Student Employment including the GA acceptance; Form I-9 Employment Eligibility Verification (<https://www.uscis.gov/i-9>); and Form W4 (<https://www.irs.gov/uac/about-form-w4>). Form I-9 and W4 will be accessible through the onboarding site that will sent to the GA by Student Employment once they have accepted the award. Any GA with a late start date due to late completion of paperwork will receive a prorated assistantship (i.e. a

GA who starts one week late during the Fall or Spring semester will receive 13/14ths of the full GA amount). The GA will be notified by email sent by the Office of Student Employment when they are fully eligible to begin work.

11) A GA who receives a prorated GA amount due to a late start may request to receive the full GA amount by a) notifying the Graduate Studies Office at the beginning of the assistantship of the intention to work the full assistantship; and b) complete the hours requirement for the assistantship by the scheduled Reading Day for the applicable semester. The GA will receive the remainder of the assistantship once the Graduate Studies Office confirms the completion of the requirement the semester scheduled Reading Day.

12) Graduate Assistants should dress in a manner that is appropriate for the department/unit unless otherwise instructed by the supervisor.

V. GRADUATE ASSISTANTSHIP APPLICATION PROCESS

Applications are accepted through myMU under I NEED TO...-> Apply for a Graduate Assistantship (Students must be accepted to a graduate program, receive a student identification number and create a password to access University Information Systems before they can login to myMU). The application is at the top of the Graduate Studies Office home page.

Once a student has submitted an application, that application can be reviewed by any area at the University eligible to hire a GA. The GA supervisor of the hiring area will seek students they believe are most highly qualified for the available position. Often a student will be contacted by the hiring area for an interview to determine the students' interest and qualifications before being hired.

To be considered for a Graduate Assistantship, a student must meet all of the conditions described below.

For further information, please contact the Graduate Studies Office
Wilson Hall, Room 210
Monmouth University
West Long Branch, NJ 07764-1898
Fax: 732-571-7550
Administrative Assistant: Cynthia Plantamura
Email: cplantam@monmouth.edu

Applications for the Fall semester are due by August 15th; for the Spring Semester the application deadline is December 15th.

- 1) An incoming graduate student must be duly matriculated in a program and have a GPA of not less than 3.0 in his/her undergraduate education, or most recently earned graduate degree program.

- 2) After having matriculated in a program (for one or more semesters), a graduate student must have a GPA of not less than 3.0 in his/her graduate courses.
- 3) A student may be awarded an assistantship for a maximum of 9 credits or the actual credits registered (whichever is lower). Graduate Assistantships are compensated according to a rate scale based on credits. For example, a student awarded a 3 credit assistantship will perform work that occupies approximately 6 hours, 20 minutes per week for a 14 week semester (total 93 hours, 40 minutes) and will receive compensation equal to the cost of 3 credits plus 15% to cover Social Security and other mandatory tax contributions. Tuition payments and applicable deductions will be withheld from the student's pay and will be applied directly to the student's Accounts Receivable account. Please note that a Graduate Assistantship does not cover fees such as comprehensive fees, laboratory fees, graduation fees, etc. The tuition payment and applicable deductions is processed by the payroll department in one lump sum, generally in the second payroll following the start of the semester for Fall and Spring semester assistantships. Graduate assistantships that are awarded over the Summer Sessions will be processed in two installments, the first at the end of Summer Session B, the second at the end of Summer Session E. The tuition payment and applicable deductions will occur in an amount equivalent to the number of hours completed at the end of each Summer Session towards the full assistantship.
- 4) If a Graduate Assistant is also receiving a graduate scholarship, then the sum of the scholarship amount and dollar equivalent of the Graduate Assistantship cannot exceed the student's tuition for a semester.
- 5) Graduate Assistants must be registered for the semester that they are receiving the assistantship (i.e., Graduate Assistants cannot credit hours worked in one semester towards tuition for another semester).
- 6) Graduate Assistants will be expected to perform duties during the hours scheduled by the sponsoring department and are expected to be available for their assistantship at the start of the semester or this may impact their eligibility for an assistantship or for the full amount (See Section V(#12)).
- 7) A new application is required for each semester by the above deadlines. Applications are not renewed automatically.
- 8) The Office of Graduate Studies should be promptly notified if an application has to be withdrawn.

VI. APPOINTMENT PROCEDURES

FOR SUPERVISORS:

Shortly after the application deadline, any areas on campus that are eligible to support a GA will begin reviewing applications through the MU portal by clicking the "I NEED TO > Apply for a Graduate Assistantship. Click on "Application for Graduate Assistantships" to access the submitted applications.

To view a student application, click on their first name, and the application will appear. Once a qualified GA is identified for a position, the area submits an online approval and

acceptance form which then initiates the appointment and hiring process. GA supervisors may request a meeting or interview with GA candidate(s) prior to making an offer. Students and GA supervisors are notified once the offer is initiated. Upon notification of a GA offer, the student must “Accept the Award” through myMU.

At the conclusion of the appointment process, all GA applicants will be notified about their status.

Graduate Assistants are not permitted to begin their duties until all necessary forms are completed and returned to the Graduate Studies Office. Refer to Section IV (#11) above.

To Hire a GA Applicant:

When you are ready to select a student for hire, go to “I NEED TO > Apply for a Graduate Assistantship. Scroll down to the box labeled “Approval and Acceptance” on the lower left-hand side of the screen. At the bottom of the box, click on the green plus sign labeled “Add new item”, and an application page will appear. To complete the form:

1. First, select your position from the dropdown menu labeled “Job Key”.
2. Fill in the name or email address of the person who will be the designated UltiPro Timekeeper.
3. Select the number of credits awarded from the dropdown menu.
4. Select the student’s name from the “Applicant Lookup” dropdown menu.
5. Verify that the Job ID matches the number displayed in the Job Key dropdown.
6. The “Start Date” will default to the first day of the semester. If this date needs to be changed for any reason, please explain in the “Comments” section.
7. When you are ready to submit the request, click the “Save” button on the lower right.

Once a match between the student application and your hiring request has been made, an email will be sent to the supervisor and timekeeper outlining the details for the position. The supervisor must wait to schedule a start date until an email entitled “Graduate Assistant Match – Final Data” is received. At that point, the student will be fully eligible to work.

The student will receive an email notifying them that they have been awarded a graduate assistantship.

BEFORE beginning to work, the student MUST:

1. Complete an “Accept My Award” form (a link will be included in the email message)
2. Wait to receive email confirmation from the Office of Student Employment that they are authorized to begin work.

Rehired GAs with an updated application may be hired for the next semester before the application deadline has passed.

***New GA Hire:**

Before the graduate assistantship can be processed, the student *must* complete their onboarding paperwork through the Office of Student Employment, which includes the Form W-4 and Form I-9. The student will need to bring original documents to the Office of Student Employment that establish their identity and verify their eligibility to work in the United States. By Federal law, all employees hired after November 6, 1986 must complete an I-9 form. A list of acceptable documents can be found on the U.S. Department of Home Security website at <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>. The student would need to present only one document from list A or may use one from list B and one from list C.

*** Rehire GA:**

Graduate assistants that are being rehired within a three year period as a graduate assistant and have previously filled out their paperwork and provided all required documentation, need not fill out the forms again.

*** International Students:**

A current unexpired passport, a downloaded copy of their I94 form and their I-20 form will be needed.

PLEASE NOTE: A graduate assistantship cannot be processed until all required forms have been completed.

FOR GRADUATE STUDENTS:

If an area or department is interested in considering you for an assistantship, they may contact you to schedule an interview. If you are awarded a graduate assistantship, you will receive notification via email. The email will instruct you on the procedure required to finalize the position should you choose to accept it. **Please note that you MUST formally accept the award by clicking the link in the award email labeled “Accept My Award”.** Please do this as soon as possible once you receive the email.

BEFORE beginning to work, you MUST:

1. Complete an “Accept My Award” form (a link will be included in the email message)
2. Wait to receive email confirmation from the Office of Student Employment that you are authorized to begin work.
 - a. ***New GA Hire:**

Before the graduate assistantship can be processed, you *must* complete onboarding paperwork through the Office of Student Employment, which includes the Form W-4 and Form I-9. You will need to bring original documents that establish your identity and verify your eligibility to work in the United States. By Federal law, all employees hired after November

6, 1986 must complete an I-9 form. A list of acceptable documents can be found on the U.S. Department of Home Security website at <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>. You would need to present only one document from list A or may use one from list B and one from list C.

b. *** Rehire GA:**

If you are being rehired as a graduate assistant and have previously filled out your paperwork and provided all required documentation within the last three years, you need not fill out the forms again.

c. *** International Students:**

A current unexpired passport, a downloaded copy of your I94 form and your I-20 form will be needed.

PLEASE NOTE: A graduate assistantship cannot be processed until all required forms have been completed.

VII. ADDITIONAL GRADUATE STUDENT WORKER OPPORTUNITIES

Graduate students with GA appointments may pursue additional opportunities through the Office of Student Employment provided their combined hours performing duties do not exceed twenty six (26) hours per week, further limited based on the number of credits in which the student is enrolled for the semester. If a Graduate Assistant will be working hours in addition to their assistantship (i.e. in a Student Employment position), all Student Employment required forms must be completed every semester with the Office of Student Employment and approved by the Vice Provost for Graduate Studies.

Graduate students shall adhere to the following guidelines regarding the maximum number of hours they will be allowed to perform duties each week, inclusive of their duties in all Graduate Assistantship and Student Employment assignments.

Graduate Students – U.S. Citizens

Students registered for:

- 1 credit may perform duties up to 8 hours per week
- 3 credits may perform duties up to *12.5* hours per week
- 6 credits may perform duties up to *19.25* hours per week
- 9 credits may perform duties up to 26 hours per week

Graduate Students - International

Students registered for:

- 1 credit may perform duties up to 2 hours per week
- 3 credits may perform duties up to *6.5* hours per week
- 6 credits may perform duties up to *13.25* hours per week
- 9 credits may perform duties up to *20* hours per week

Hours for graduate students registered for credits not set forth above will be *adjusted* in 2.25 hours/credit increments. For example, a graduate student registered for seven credits would be allowed to perform duties up to 21.5 hours per week.

Note: International graduate students are restricted by law to a maximum of 20 hours per week.

VIII. ATTENDANCE

Graduate Assistants are required to report on time for each assignment. If a graduate student cannot participate in assignments because of illness or emergency, he/she must notify the supervisor as soon as possible via e-mail or phone before the assigned shift begins.

Graduate Assistants must be sure to consider the demands of their academic schedule before committing to an assistantship schedule. Graduate Assistants may not be an assistant during scheduled class time. Graduate Assistants should provide their supervisors with a copy of their class schedule to ensure there are no conflicts.

Graduate Assistants are expected to plan academic and personal schedules that do not conflict. Potential conflicts should be discussed with his/her supervisor well in advance. Tardiness and failure to provide adequate notice of absences are considered grounds for disciplinary action as detailed in Section XII.

Attendance Policy

An unexcused absence is defined as an absence that has not been approved in advance by a Graduate Assistant's supervisor. If necessary, disciplinary action may be imposed for tardiness or unexcused absences.

Graduate Assistant Schedule

- **Graduate Assistants are required to take at least a ½ hour break (unpaid) when performing 8 consecutive hours of work. Breaks must be properly recorded on the Graduate Assistants' timecard.**
- Full-time graduate students may perform duties up to **26** hours per week, except for international graduate students who are limited to a maximum of **20** hours per week.

Graduate Assistants are not eligible for paid leaves such as vacation, holidays, disability leave, funeral leave, sick leave, jury duty, inclement weather, and on-campus power failures, etc. All time off is considered unpaid and does not count towards the hours requirement of an assistantship.

IX. TIME REPORTING

All Graduate Assistants are required to punch in/out by utilizing the electronic timekeeping system, Ultipro Time Management (UTM). All Graduate Assistants are required to document their hours. At the end of each time period, which coincides with the University's bi-weekly pay period, Graduate Assistants must review their timecard and certify that all hours are correct by submitting their timecard. The department supervisor is responsible for checking the accuracy of hours and ensuring that the assignments did not occur during class time.

Timecards are legal documents and may be audited by the federal government, the Bureau of Citizenship & Immigration Services, and/or the Department of Education; they may also be used for insurance purposes. Falsifying hours, signatures or submission of a falsified timecard will be grounds for dismissal from the appointment and University disciplinary action may be imposed by the Office of Judicial Affairs under the Student Code of Conduct. Failure to adhere to these paperwork, time reporting and/or training policies will result in a hold immediately being placed on your records and registration.

X. DIRECT DEPOSIT

Direct Deposit is available for Graduate Assistants. Enrollment forms are available in the Payroll Office located on the first floor of Wilson Hall and in the Graduate Studies Office. Direct Deposit forms are also accessible through Ultipro or on the Payroll webpage by visiting the Monmouth University home page, clicking on Resources, then Controller, then Payroll.

Graduate Assistants enrolled in direct deposit will not receive a printed copy of their pay statement. Pay statements will be available online at <http://ultipro.monmouth.edu/>. To view pay stub information (past or present) – choose “**Myself**” on the left side of the screen, and then “**Pay**.”

Ultipro has many other features that Graduate Assistants may take advantage of including viewing/printing W-2 forms and their entire pay history from Monmouth University.

If you have any questions, please call the appropriate department listed below:

<u>Topic</u>	<u>Call</u>
Logging In	Helpdesk 923-4357
Paychecks/Direct Deposit/Taxes	Payroll 571-3469
Personal or Assistantship Information	Graduate Studies Office 571-7550

XI. WORKPLACE PROHIBITIONS

Workplace Prohibitions include, but are not limited to the following:

- 1) Unauthorized disclosure of confidential information, and/or improper use or theft of Monmouth University property (i.e. office supplies, equipment, keys, mail, telephone or copy services);
- 2) Falsification of hours performed or of signatures on a timecard and/or influencing someone to alter a timecard;
- 3) Excessive tardiness or absenteeism;
- 4) Violation of weekly hour maximums;
- 5) Sleeping / loafing while on the assistantship;
- 6) Rudeness, including obscene or abusive language toward students, faculty, staff, supervisors and/or members of the community
- 7) Unauthorized use of personal cell phones.

XII. DISCIPLINARY ACTION

Graduate Assistants are expected to abide by the rules and regulations set forth in this handbook. Failure to follow proper procedures may result in disciplinary action up to and including dismissal from the appointment. Supervisors have the option of speaking with the Graduate Assistant on the issue and/or notifying the Graduate Assistant in writing prior to discontinuing the Graduate Assistantship.

If a Graduate Assistant is dismissed from an appointment, the Office of Vice Provost for Graduate Studies must be notified. Tardiness, poor attendance and/or any other type of dismissal, may affect future on-campus appointments.

Violation of these prohibitions could result in immediate termination, restitution, exclusion from further Graduate Assistantships and/or disciplinary action under the Monmouth University Student Code of Conduct. In addition, site-specific assistantship rules may also exist. Graduate Assistants must see their supervisor for additional regulations.

XIII. TERMINATION OF APPOINTMENT

In the event a Graduate Assistant falsifies hours or forges signatures, the Graduate Assistant will immediately be suspended from his/her job pending the outcome of a formal disciplinary hearing. If found in violation, the Graduate Assistant will be terminated from his/her appointment.

When a Graduate Assistant leaves an appointment voluntarily, for example to take another position, the termination process must also be followed. There must be communication between the Graduate Assistant and his/her supervisor, and a date of resignation must be indicated. A letter accepting the resignation will be sent to the Vice Provost for Graduate Studies.

A terminated Graduate Assistant may be referred to another position for appointment but when referring the terminated Graduate Assistant, notification of termination must be included in referral.

Monmouth continues to have the authority to terminate any Graduate Assistant, with or without cause, and without prior notice.

In all cases where an assistantship is not completed, the Graduate Assistant is responsible for returning the prorated amount of tuition and stipend.

XIV. INTERNATIONAL STUDENTS

International graduate students who are not permanent residents but who have “F-1” or “J-1” visa status on their I-94 card and an original Social Security card or an original receipt from the Social Security Administration are eligible for on-campus Graduate Assistantships. It may take International graduate students up to 12 weeks to obtain a Social Security number and card. If a graduate student presents a receipt, he/she must present an original Social Security card as soon as possible thereafter.

For additional guidance, please consult the Global Education Office team site on the myMU portal.

Hours

As stipulated by the U.S. Citizenship and Immigration Services (USCIS) laws and regulations, international “F-1” or “J-1” visa graduate students are limited to **no more than 20 hours per week** of employment/assistantship on campus during the regular academic year. **Violation of USCIS regulations could result in Monmouth University losing its authorization to enroll international students. Therefore, strict adherence to these regulations is required.**

The 20 hours per week limitation pertains to **all** positions that an international graduate student may have at once. Included in this limit are hours worked as part of a Graduate Assistantship or scholarship.

Taxes

International visa graduate students may not claim exempt withholding status when completing the W-4 tax form. Wages and other compensation paid to a nonresident alien for services performed as an employee are subject to graduated federal and state withholding tax. Some international visa graduate students are, however, exempt from FICA/Social Security/Medicare withholdings. To qualify for this exemption, graduate students must present a copy of their visa to the Student Employment Office.

Optional Practical Training (OPT) Card Holders

OPT card holders may not work on campus through the Student Employment Office. An OPT card allows its holders to work off campus so that they may gain career training in their chosen field of study for a period of one year. Some fields such as Science, Technology, Engineering and Math may be granted a 17 month extension.

XV. FICA TAXATION FOR GRADUATE STUDENTS

Graduate students at colleges and universities are generally exempt from FICA (Social Security and Medicare) taxes. This exemption is based on the principle that graduate students appointed to Graduate Assistantships for institutions of higher education are assigned tasks clearly and justifiably consistent with their educational and career objectives and are not considered as having entered a career employment relationship that would justify FICA coverage.

The exemption provides that certain students working for a school, college, or university are exempt from FICA coverage if the student is enrolled at least half time; regularly attending classes at that institution; is not a full time employee; and is not a career employee eligible to receive or participate in certain employment benefit plans (e.g. vacation, sick, 403(b), reduced tuition). This exemption applies to all services performed during any payroll period that falls wholly or partially within the academic term. (e.g. fall academic term begins September 6 and the payroll period is August 28 to September 10, then the exemption applies to services performed beginning August 28th). The student FICA exemption does not apply to services performed during school breaks of more than 5 weeks.

Individuals registered less than half time during an academic term are subject to FICA taxation.

EXEMPTION FROM FEDERAL INCOME TAX WITHHOLDING

As stated on the Federal W-4 form, 2016, “You cannot claim exemption from withholding if : (a) your income exceeds \$1,050 and includes more than \$350 of unearned income (e.g., interest and dividends) and (b) if another person can claim you as a dependent on their tax return.” Graduate students **are** subject to this criteria when determining exemption status. Graduate students are not exempt from federal withholding because of their student status.

Employees who have an exempt status must file a new W-4 form each year by February 15th to maintain exempt status. The Payroll Office sends the W-4 forms to the graduate students' departments via interoffice mail. If a new W-4 form is not completed, the employee's status will be changed to single with zero withholding allowances.

The W-4 is required for all new employees or for all previous employees who change their withholding allowance.

Graduate Students will be mailed a W2 form (statement of earnings) to the address on their paycheck by January 31st of each year if they have worked any time during the prior year. Any additional questions concerning this process can be answered by the Payroll Office, 732-571-3469.

XVI. TRAINING

Each Graduate Assistantship will have different training requirements as outlined in the position description. Training assignment must be fulfilled as identified by the assignment (prior to the start of work; within 30 days; etc.). Examples of such trainings include but may not be limited to the following:

A. EMERGENCY RESPONSE TRAINING

Emergencies can create a variety of hazards for those in the impacted area. This training will provide important information explaining what you should be prepared for in the event an emergency occurs on campus. Preparing before an emergency incident plays a vital role in ensuring that supervisors and assistants know how to keep themselves safe when an emergency occurs. Proper training such that helps assistants understand their roles and responsibilities within the University's Emergency Action Plan will result in fewer and less severe injuries and less structural damage to the facility during emergencies. Information will also be shared about what different types of responses you might see from emergency personnel on campus, depending on the type of emergencies.

All assistants are required to attend this training session.

B. BLOODBORNE PATHOGEN TRAINING

Protecting Graduate Assistants from exposure to disease-causing viruses and bacteria has become an extremely significant issue. Situations, which present the possibility of contact with blood or some other bodily fluid or biological agents, could pose a risk to infectious diseases. For example, the Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV) are pathogens that are transmitted through blood and other bodily fluids. Graduate Assistants who have the potential to come in contact with blood or other potential infectious materials face the possibility of contracting these viruses and developing severe health problems.

Graduate Assistants who are required to attend the session may include those with appointments in the Bio and Chem or other labs, the Health Center, Athletics and Res Life.

C. HAZARD COMMUNICATION

It is the desire and intent of Monmouth University that Graduate Assistants be informed about the hazardous substances they may encounter in the workplace, and learn the appropriate protective measures to safely deal with those substances. The Hazard Communication Program fully informs Graduate Assistants of the dangers involved with handling hazardous chemicals, so that they can safely perform their graduate assistantship.

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns and rashes. Some chemicals may also be safety hazards and have the potential to cause fires and explosions and other serious accidents. This training provides the necessary information to Graduate Assistants, so they can participate in, and support, the protective measures in place at their graduate assistantship.

Graduate Assistants who are required to attend the session may include those with appointments in the Bio and Chem or other labs, the Health Center, Athletics and Res Life.

Graduate Assistants in the Biology and Chemistry laboratories shall also be trained in the Chemical Hygiene Plan by their supervisors.

D. FALL PROTECTION

On occasion, Monmouth University Graduate Assistants may be required to perform work in areas that cannot be accessed from the ground or from solid construction. The purpose of this training program is to ensure that each Graduate Assistant is trained and made aware of the safety provisions which are to be implemented when working on elevated surfaces such as ladders, scaffolding and/or lifts. The training will instruct Graduate Assistants how to recognize fall hazards and how to prevent them.

Graduate Assistants who are required to attend this session include all Graduate Assistants who participate in environments where they may encounter ladders, scaffolding or mobile elevated work platforms.

All trainings are conducted by the Director of Compliance/Risk Manager and must be completed upon initial appointment of their Graduate Assistantship. A copy of these training schedules may be obtained by contacting the Office of Compliance. If the Graduate Assistant elects to complete the online Bloodborne Pathogen Training, it must be completed during work hours at one of the University's computers with the ability to print the training certificate.

Questions regarding these policies should be directed to the Director of Compliance/Risk Manager at 732-263-5355.

E. FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) ONLINE TRAINING

The online FERPA training course is available to Graduate Assistants through eCampus in a video and text format.

FERPA training is extremely important. This online course is **MANDATORY** for all Graduate Assistants who may be required to handle, or have access to, student information or educational records as part of the requirements of their position. Graduate Assistants should take the online training session during the course of their normal work schedule.

In order to register for the eCampus online FERPA tutorial Graduate Assistants may take advantage of the "Self-Registration" link at the top right corner of the main eCampus screen. Locate the FERPA Tutorial link and click "Register." Then select which department you work for (or select Student Employment). Click "Submit." Click "Finish."

Graduate Assistants may immediately take the training by clicking "Go to Course Offering FERPA Tutorial" by reading the instructions and clicking "Launch FERPA."

OR if taking the tutorial later, after a Graduate Assistant has registered for FERPA training the Graduate Assistant must follow directions below:

- Login to Monmouth University's eCampus at <http://ecampus.monmouth.edu> and use the Hawkdom2 username and password
- Proceed to the home page of eCampus
- Scroll to the My Courses blue box
- Click **FERPA Tutorial** and proceed with training
- Once completed, print final page for the department's records and add a note beside the work shift in Ultipro saying "FERPA Training."

In order to be in compliance a Graduate Assistant must receive a passing grade of 70%.

F. SEXUAL HARASSMENT PREVENTION ONLINE TRAINING

All Graduate Assistants appointed through Human Resources at Monmouth University are required to complete a self-paced sexual harassment training program entitled "Preventing Sexual Harassment." This program instructs the Graduate Assistant on the various aspects of sexual harassment in the workplace.

This online session focuses on the prevention of sexual harassment and discrimination in the workplace. This online program uses case studies to highlight what is and isn't sexual harassment and gender discrimination.

All Graduate Assistants are required to complete this training every four years.

All time spent at trainings is paid and must be notated on student timecards.

G. PROTECTION OF MINOR CHILDREN ON CAMPUS POLICY

Graduate Assistants who work with minors through a University sponsored position are required to complete the online Protecting Children training and read Monmouth University's Protection of Minor Children on Campus Policy which can be found on the Office of the General Counsel website.

XVII. GA EVALUATION

Supervisors

To help ensure a quality graduate assistantship experience and mutually beneficially relationship, Graduate Assistants are to be evaluated each semester of appointment. The goal of this evaluation is to provide essential constructive and instructive feedback to help the development of our Graduate Assistants as professionals.

The GA Performance Evaluation instrument can be accessed from myMU – I Need To – Apply for a Graduate Assistantship. There will be a box with a link to the online form.

With this instrument as a guide, the GA performance should be reviewed as related to the position responsibilities, the individual's skills for the position, and the quality of the individual's performance. As GA mentors, the expectation is that mentors are providing constructive feedback throughout the experience so that the results of the performance evaluation should not come as a surprise. Nonetheless, mentors are encouraged to discuss the performance evaluation with their GA or to encourage them to speak or meet before or after the evaluation is submitted. Each GA will receive a copy of the evaluation when submitted.

Graduate Students

To help ensure a quality graduate assistantship experience and mutually beneficially relationship, Graduate Assistants are evaluated each semester of appointment. The goal of this evaluation is to provide essential, constructive and instructive feedback to help the development of our Graduate Assistants as professionals. Each GA will receive a performance evaluation from their GA Supervisor.

In addition, GAs also have the opportunity to provide feedback on the GA experience. The instrument provides a confidential evaluation of the GA experience. GA names are not provided and mentors will receive evaluation results compiled in total. Access the GA Performance Evaluation instrument from myMU – I Need To –

Apply for a Graduate Assistantship. There will be a box with a link to the online form.

If you are reapplying to continue as a GA for the spring semester, the GA evaluation must be completed by the deadline in order to be eligible for re-hire.

XVIII. GUIDELINES FOR GRADUATE ASSISTANT SUPERVISORS

Requesting a Graduate Assistantship

All budget allocations for Graduate Assistantships funded through Graduate Studies are determined and approved through The Office of Graduate Studies. Budget allocations are reviewed and awarded on an annual basis and each area receiving GA support will be notified of their allocation for the current fiscal or academic year.

Additional assistantships may be funded by any area of the campus if a separate source of funding is available (i.e., an externally funded grant) and a current position description is approved by the Office of Graduate Studies.

Anyone interested in requesting GA support should first make the request known to their area supervisor who would then contact The Office of Graduate Studies. Funding decisions will be based on the GA budget available for the fiscal year, therefore requests may not be accommodated if not planned for in the budget.

Allocating Graduate Assistantships

Within a department or division, the distribution of GA positions to offices or individuals will be determined by the area supervisor.

Process for submitting a position description for approval

The online system for providing GA position descriptions is available through the myMU portal. Please refer to the instructions below.

When completing the form you will need to designate if the assistantship position is for a Graduate Research Assistant (GRA), Graduate Teaching Assistant (GTA) or a GA. The form will link you to the GA website (www.monmouth.edu/GA) which provides a basic description of the roles of each position. An ideally matched GA will be working in a position that in some way aligns with the professional goals of each individual student. Keep this in mind when providing a position description and ultimately when matching a student for your position.

A Request and Job Description is submitted through the Graduate Studies Office site in myMU (<https://my.monmouth.edu/officesservices/graduatestudiesoffice>). When a new item is created, it is routed through the Graduate Studies Office; it is then either approved or rejected. Emails are sent to the initiator upon creation and decision. The status can always be checked by accessing the landing page listed above.

Details:

- Navigate to the myMU portal (<https://my.monmouth.edu/>).
- Once logged in, navigate to Offices and Services -> Graduate Studies Office.
- At the landing page, click “Add new item” in the Request and Job Description box.

Request and Job Description

SPONSORING DEPARTMENT OR DIVISION: ID REQUEST AND JOB D

There are no items to show in this view of the "Request and Job Description" list. "Add new item".

Add new item

- Fill in the fields on the form (all fields are required).
- Click Save to submit the form.
- You will receive a confirmation email with the information that you submitted.

Once the Request and Job Description has been reviewed by the Graduate Studies Office, your request will either be approved or rejected, at which point an email will be sent advising of the decision.

Graduate Assistantship Supervision

- 1) Comply with all Graduate Assistant policies and procedures. All positions should be appointed by the end of the first week of the semester.
- 2) Create new GA position descriptions as necessary and update GA position descriptions as necessary.
- 3) GA supervisors should strive to introduce and involve GAs in as many aspects of department, program, school and university functions as possible and appropriate (invite to meetings, retreats, social events, be on committees etc.).
- 4) GA Supervisors shall model behaviors of high standards for academic honesty, integrity and professionalism at all times.
- 5) Aid with transition into and out of the GA position including providing an orientation, socialization, when possible use experienced GAs to help mentor new GAs.
- 6) Be transparent about expectations as a supervisor.
- 7) Monitor weekly hours to ensure GAs do not work more hours than permitted. Make sure timecards are completed properly, submitted and approved at the end of each pay period.

- 8) If there are issues related to GA performance, please contact the Office of Graduate Studies or Human Resources as soon as possible.
- 9) Complete a GA evaluation form at the end of each semester or academic year as relevant. The intent of the GA evaluation is to provide instructive and constructive feedback on performance. The evaluation should not be the sole mechanism for informing a GA about poor performance - if corrective actions are required to improve GA performance these should be addressed by the supervisor as issues arise.

Please consult the Office of Graduate Studies for more information or for any special cases.

XIX. INTERPRETATION

Should any questions arise over the interpretation of any material covered within this handbook, the Graduate Studies Office will be responsible for resolving disputes, when appropriate, the Director of Human Resources and the Provost & Vice President for Academic Affairs will assist.

Revised October 1, 2018