

# **DRAFT 2007-2008 University of Virginia Wage Authorization**

Posted June 20, 2007

This document provides schedules for rates of pay for students, research assistants and associates, faculty and others under the authorizations that have been approved for these purposes. Individuals who prepare the wage actions to implement these authorizations must do so in accordance with Payroll System policies and the pay scales established herein. Payments are made on a biweekly pay schedule.

## **I. GRADUATE ASSISTANTSHIPS**

### **DEFINED**

A student is defined as a person enrolled full-time in a degree program at the University. Generally, a student may not be employed for more than 20 hours per week in all University jobs, not just those in a particular department.

A full graduate assistantship is defined as the equivalent of one-quarter time effort of a faculty member, or 0.25 FTE, though the effort level is equivalent to 20 hours per week.

Graduate assistantships are reserved for “resident” graduate students. Graduate students who enroll as “on leave” are not eligible for employment as a graduate research, teaching, or administrative assistant (see “Types of Graduate Student Assistantships” on p. 2 for more information).

### **REQUESTS TO EXCEED MAXIMUM HOURS**

Upon the recommendation and assurance of the student's major advisor that progression toward the degree will not be adversely affected, the dean of the school may give written approval for a student to work in excess of the 20-hour limit. However, in so doing, the total wages paid will be subject to FICA withholding in accordance with Internal Revenue Service regulations.

### **EMPLOYMENT OF INTERNATIONAL STUDENTS**

International students must have the proper visa status and work authorization to engage in employment while enrolled at the University of Virginia. Based on federal guidelines, international students’ employment must be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria). If the employment is at an off-campus location it must be approved in advance by the International Studies Office (ISO) and in most cases by the United States Citizenship and Immigration Service (USCIS).

International students’ employment must not exceed 20 hours a week while school is in session. No exemption from this policy can be granted. An international student with appropriate work permission (either through visa status, or work authorization granted by the USCIS) may, however, work on campus full-time when school is not in session or during official university vacations. For additional information on federal regulations

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concerning international student employment, contact Richard Tanson ([tanson@virginia.edu](mailto:tanson@virginia.edu); 434-982-3017) at the International Studies Office, University of Virginia.

## THE PAYROLL CALENDAR

There are 26 bi-weekly pay periods in a calendar year. The academic year for student payroll purposes is defined as the 20 biweekly pay periods extending from August 15, 2007 to May 20, 2008.

## PAYMENT INSTRUCTIONS

Individuals not enrolled in Summer Session may be paid through the student payroll during the summer only if they were enrolled in the University during the previous spring and intend to enroll in the following fall session. Those students who are not enrolled during the summer term may work in excess of the 20 hour per week limit during the summer. Students who work in excess of 40 hours per week, however, may be subject to overtime compensation (for more information, see "Overtime Compensation," pp. 3, 5-6).

## TYPES OF GRADUATE STUDENT ASSISTANTSHIPS

### 1. Graduate Teaching Assistants (GTAs)

GTAs are graduate students who have instructional assignments in classrooms or laboratories. In general, GTAs take responsibility: for all lecture and classroom activities connected with a single section of a multi-section course that is under the general supervision of a faculty member; or the assignment to lead discussion sections of courses that are taught by a member of the regular faculty; or lead the laboratory sections under the general supervision of a regular faculty member who has responsibility for the course. GTAs should normally be enrolled in a full-time degree program.

GTAs are paid using the wage payroll, and are assigned the titles Graduate Instructor A or Graduate Instructor B. These titles apply only to those graduate students with instructional assignments in classrooms, laboratories, or discussion sections. Graduate Instructor As are normally those graduate students in pursuit of a master's degree; Graduate Instructor Bs are generally already in possession of a master's degree or its equivalent. All GTAs who are assigned sections of a multi-section course must have a master's degree or have completed 18 graduate semester hours in their teaching field. The complete duties of a full assistantship are defined by the dean of each school.

### 2. Graduate Administrative Assistants (GAAs)

GAAs are graduate students training in administrative fields who (a) have administrative assignments in various University offices related to their fields of study; and (b) are enrolled in a formal internship program, such as the one sponsored by the Center for the Study of Higher Education. GAAs must be enrolled in a full-time doctoral degree program. Graduate Administrative Assistants are paid using the wage payroll and are

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assigned the title of Graduate Instructor B. This title applies to all GAAs regardless of their administrative assignments and includes the full range of duties and the completion of work assignments assigned by the host office. GAAs are always assigned a full assistantship.

### 3. Graduate Research Assistants (GRAs)

GRAs are graduate students conducting academically significant research, with a minimum of supervision, under the guidance of a principal investigator or regular faculty member. GRAs are normally enrolled in a full-time degree program. The title Graduate Research Student A is assigned to those students in pursuit of a master's degree and the title Graduate Research Student B is generally assigned to those students already in possession of a master's degree. A full assistantship is defined by the dean of each school.

### MINIMUM AND MAXIMUM PAY RATES FOR GRADUATE ASSISTANTSHIPS

Please note that the amounts in the chart below are academic year figures to be paid as "goal payments" in Oracle. The Oracle application will display a full-time minimum/maximum salary range adjusted for 40 hours/week.

		<u>Academic Year Compensation (9-month)</u>		<u>Hours per Week</u>
Class Code	Payment Type	Minimum	Maximum	Maximum
GRA- A 89103	Goal Payment	\$10,000	\$21,300	20 hrs.
GRA- B 89104	Goal Payment	\$11,400	\$24,900	20 hrs.
GTA- A 89175	Goal Payment	\$10,000	\$21,300	20 hrs.
GTA- B 89176	Goal Payment	\$11,400	\$24,900	20 hrs.

\*Effective August 15, 2007.

Graduate assistants who work 12-months may earn an additional 1/3 of their 9-month compensation in the summer. Students not enrolled in coursework during the summer may work 40 hours/week.

### Overtime Compensation

Effective August 23, 2004, the Fair Labor Standards Act (FLSA) regulations stipulate that GAA and GRA workers who gross less than \$910 per bi-weekly pay period, and who earn less than \$23,660 over the course of the calendar year, qualify for overtime compensation for all hours actually worked in excess of 40 hours per week. Overtime compensation is calculated at time and one half. Each school/department is required to track hours worked for any students who fall into this category.

GTAs, because they are involved in instruction, are exempt from this regulation.

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## **IN- AND OUT-OF-STATE TUITION WAIVERS**

### **1. Tuition Remission**

All GTAs, GRAs, and GAAs holding at least a half-time appointment (.125 FTE; the effort level is equivalent to 10 hours per week) qualify for Tuition Remission, the payment of in-state tuition and required fees, during the semesters in which they are employed in this capacity. The funds associated with GTA and GAA tuition remission are distributed to the appropriate schools each year as part of the financial aid distribution. For GRAs, payment of remission should be made from the same source of funds from which the student is paid. If sufficient funds are not available or payment is not allowable under the grant or contract, the department chair or the dean should identify another source of non-state funds from which to make the payment.

### **2. Tuition Adjustment**

All GTAs, GRAs, and GAAs who are out-of-state students and who earn at least \$5,000 during the fiscal year in an academically-related job are eligible to receive a Tuition Adjustment. Tuition Adjustment is the difference between in-state and out-of-state tuition. Full adjustments may be granted to qualifying graduate students to the extent that resources are available in the school budget for the program. If tuition adjustment requirements exceed available budgets, deans may grant less than full adjustments to all eligible students, and, in some instances, elect to award no adjustment at all.

## **II. OTHER UNDERGRADUATE AND GRADUATE STUDENT WORKERS**

### **UNDERGRADUATE STUDENT WORKERS**

Undergraduate Students are paid under class code 89011, which covers a variety of work in support of the academic programs: paper and exam grading, assisting in the laboratory or library, etc.

### **GRADUATE STUDENT WORKERS**

Graduate students who provide similar academic program support (except laboratory or classroom instruction) are paid under class code 89109. Class code 89109 may also be used for graduate students paid from non-state funds, performing duties in research labs. Graduate students paid using 89109 should not be involved in positions as responsible as those paid under the higher pay rate schedules for graduate assistants. These students are not eligible for tuition remission.

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## HOURLY WAGE PAYMENT

To pay students using these two class codes, hourly rates must be entered into Oracle OTM. The minimum and maximum rates are as follows:

Class Code	<u>Hourly Rate</u>		<u>Hours per Week</u>
	Minimum	Maximum	Maximum
Undergraduate 89011	\$7.15	\$15.00	20 hrs.
Graduate 89109	\$7.15	\$21.00	20 hrs.

\*Effective August 15, 2007.

### Federal Work Study Program (FSW)

These hourly wage rates may be superseded by the hourly rates required under the FSW. Information about FSW is available at:

<http://uvaforms.virginia.edu/uvaformsfiles/financialaid/fws-employer-handbook.pdf>.

### Overtime Compensation

Hourly wage student-workers qualify for overtime compensation for all hours actually worked in excess of 40 hours per week. Overtime compensation is calculated at time and one half.

## III. SUMMER RESEARCH WAGE PAYMENTS TO FACULTY

Summer research payments may be made to faculty on academic year elections who are employed to conduct research during the summer. Compensation is based on previous academic year salary. Total pay from all sources for the summer period may not exceed 3/9 of the prior academic year salary rate, unless approved as an overload payment. The University does not pay overload for teaching during the Summer Session.

To authorize a salaried faculty member to receive summer research pay, departments should enter an assignment in Oracle as a "Goal Pay."

## IV. PROFESSIONAL RESEARCH STAFF

Research Professionals who are not students and are working for a limited period not to exceed six months should be paid using class codes 89177 (research assistant), 89179 (research associate), 89626 (research scientist), 89627 (senior scientist), and 89268 (principal scientist). Those hired for regular employment or for assignments exceeding six months must have an on-line action or Personnel Action Form submitted to Human Resources to initiate payment as a salaried employee. Refer to the Policy on the Professional Research Staff for additional information.

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## GOAL PAYMENT

Class Code	Payment Type	<u>Annualized Base Compensation</u>		<u>Hours per Week</u>
		Minimum	Maximum	Maximum
Research Assistant 89177	Goal Payment	\$32,100	\$59,800	40 hrs.
Research Associate 89179	Goal Payment	\$33,300	\$77,600	40 hrs.
Research Scientist 89626	Goal Payment	\$46,200	\$115,100	40 hrs.
Senior Scientist 89627	Goal Payment	\$57,400	\$142,900	40 hrs.
Principal Scientist 89268	Goal Payment	\$88,200	\$219,200	40 hrs.

\*Effective August 15, 2007.

## HOURLY WAGE PAYMENT

To ensure maximal flexibility, research assistants and associates who are hired for a period of 3 months or less may also be compensated on an hourly basis using either class code 89177 or 89179.

Class Code	<u>Hourly Rate</u>		<u>Hours per Week</u>
	Minimum	Maximum	Maximum
Research Assistant 89177	\$15.43	\$28.75	40 hrs.
Research Associate 89179	\$16.01	\$37.31	40 hrs.

\*Effective August 15, 2007.

## Overtime Compensation

Hourly wage professional research staff qualify for overtime compensation for all hours actually worked in excess of 40 hours per week. Overtime compensation is calculated at time and one half.

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## **V. FACULTY OVERLOAD AUTHORIZATION AND WAGES**

The consulting policy sets an institutional maximum on the number of days that a University faculty member can spend in approved, paid professional activity while on faculty salary. Deans may set lower limits either in individual cases or as general school policy, but the institutional maximum holds in all cases. All units and faculty members are strongly urged to respect and assist the deans and the vice presidents in carrying out the consulting policy of the University.

The possibility of internal overload derives from the very complex mission of the University. There are needs in the delivery of continuing education, public service, and research programs which cannot be included in the normal duties of a faculty member. Overload makes possible some use of faculty when it is necessary in the delivery of such programs. The Provost's Office recommends conservative use of overload. The lack of elaborate job descriptions for individual faculty members implies that most of the services they provide should count as part of ordinary duties. Wherever it is meaningful, services of faculty members should be considered a part of their full-time service to the University. Internal overload is then to be used in a well-considered way, and in accordance with the procedures below, to carry on vital and approved programs which otherwise could not be delivered.

Internal overload refers to a University-approved agreement between a unit which is a part of the University and a University faculty member, under which the faculty member receives a payment, in addition to his/her salary for duties beyond those normally assigned and which occur in a time interval during which the faculty member is on salary.

Internal overload for non-credit teaching activities will be computed on a contact-hour basis, with a maximum of \$350 per contact hour during 2007-08. Internal overload for credit teaching activities will also be computed on a contact hour basis, with one three-hour course normally equivalent to 45 contact hours. Payments associated with credit activity are normally based on the faculty member's average daily rate.

Deans of schools are allowed to approve up to 58.5 of overload contact hours per faculty member for credit teaching, non-credit teaching, or a combination of the two types of activities. These approvals should occur prior to the faculty member's engaging in the overload activity.

Faculty may not earn overload compensation for teaching in Summer Session.

In each instance of overload, the University contracting unit and the faculty member should arrive at a joint recommendation and should use the Authorization for Internal Overload form in conveying the recommendation to the dean. That recommendation should include a description of the duties of the faculty member, the proposed number of contact-hours, and rate per contact hour, and a recommended number of consulting days to be counted. A "consulting day" is composed of both preparation time and contact

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hours; therefore, a maximum of three teaching contact hours shall constitute one consulting day. School deans are allowed to have general written policy statements which lower any of the maxima stated above. Further, deans may approve or disapprove applications for overload on their individual merits. In normal circumstances the Provost's Office will consider the dean's approval or disapproval as final. It is expected that the dean's approval or disapproval will be delivered prior to the activity taking place.