

2011-2012 University of Virginia Wage Authorization

This document provides schedules for rates of pay for students, professional research staff, faculty and others engaged in academic work within academic areas (the eleven schools, the Library, and the units reporting directly to the Executive Vice President and Provost). 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.

I. GRADUATE ASSISTANTSHIPS

A graduate assistantship is a form of graduate student employment that involves a supervised educational experience, wages, and tuition aid. Graduate assistantships at the University include graduate teaching assistants (GTAs), graduate research assistants (GRAs), and graduate administrative assistants (GAAs). A full graduate assistantship is the equivalent of quarter-half time effort of a faculty member, or .25 FTE, though the effort level is equivalent to 20 hours per week.

Assistantships are awarded to graduate students enrolled full-time (at least 12 credits per semester) 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.

Graduate assistantships are reserved for “resident” graduate students. Graduate students who enroll as “on leave” or for “continuous enrollment status” 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

The dean of the school may give written approval for a student to work in excess of the 20-hour limit based upon the recommendation and assurance of the student's major advisor that progression toward the degree will not be adversely affected. NOTE: Employment for international students must not exceed 20 hours a week while school is officially in session per the guidelines below.

EMPLOYMENT OF INTERNATIONAL STUDENTS

International students must have the appropriate and valid 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 contractually direct 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).

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International students' employment, if on F-1 or J-1 status, must not exceed 20 hours a week while school is officially 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 concerning international student employment, contact Richard Tanson (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, 2011 to May 20, 2012.

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 for discussion sections or problem sessions associated with courses that are taught by a member of the regular faculty; or for 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.. 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 discipline.

GTAs are not allowed to teach courses carrying graduate credit.

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 full-time in a doctoral degree program. Graduate Administrative Assistants are paid using the wage payroll and are assigned the title of Graduate Instructor B. This title applies to all GAAs regardless of

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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 as part of a formal research program. GRAs are normally enrolled full-time in a 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 assigned to those students already in possession of a master's degree. A full assistantship is defined by the dean of each school. 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.

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

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 assistantship (.25 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

Graduate assistants who are out-of-state students and who serve during a given academic term in a qualified assistantship may be awarded full or partial tuition adjustment which pays for the portion of out-of-state tuition not paid through tuition remission. 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

Full time students (12 credits or more) enrolled in a degree program are eligible to be employed as 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. Undergraduate students should be paid on an hourly basis and complete timesheets for hours worked.

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. Graduate students should be paid on an hourly basis and complete timesheets for hours worked. 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	\$7.25	\$15.00	20 hrs.
Graduate 89109	\$7.25	\$21.00	20 hrs.
<u>Federal Work Study Program (FSW)</u>			

These hourly wage rates may be superseded by the hourly rates required under the Federal Work Study program. Information about FWS 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.

SUMMER 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 full time (six credits) 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 qualify for overtime compensation (for more information, see "Overtime Compensation," pp. 3, 5-6).

Undergraduate and graduate students who graduate in the spring may continue to work in student wage assignments through the summer following graduation until the first day of the fall semester.

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 3/9ths 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."

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IV. PROFESSIONAL RESEARCH STAFF

Professional Research Staff 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 submitted to University Human Resources to initiate payment as a salaried employee. Refer to the policy on the Employment of Professional Research Staff for additional information.

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.

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.

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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.

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 Office of the Executive Vice President and Provost 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 and should be considered 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. 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 (ADR).

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.

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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 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.

Departments considering overload payments to faculty on non-immigrant visas (H1B, O-1, etc), should consult with the Office of Human Resources Compliance and Immigration Services (HR-CIS).

Schools are responsible for maintaining documentation related to internal overload for their faculty.

RELATED LINKS

[Graduate Teaching Assistants Policy](#)

[Employment of Professional Research Staff Policy](#)

[Consulting and Internal Overload Policy](#)

[Tuition Remission Policy for Graduate Teaching, Administrative, and Research Assistants](#)

[Student Enrollment Policy](#)

[Student FICA Tax Exemption Policy](#)