

PURDUE UNIVERSITY

Graduate Student Employment Manual

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PREFACE

The *Graduate Student Employment Manual* is intended to serve as a ready guide for anyone involved in the appointment of graduate student staff at Purdue University. It consolidates and documents all policies and procedures related to the employment of graduate students as Purdue University staff members.

This manual was reviewed and updated during the spring semester, 2005. The Graduate School was assisted in this project by the offices of the Vice President for Business Services and Assistant Treasurer, and Human Resource Services. The goal has been to provide a manual that is both clear and consistent. Questions about the policies and procedures outlined in this manual should be directed to Associate Dean Tom Atkinson (tatkinson@purdue.edu; 49-40245). Future changes to individual policies and procedures will be announced by the Graduate School and incorporated into the Web version of the manual, which serves as the official version of the manual.

Those who work with graduate student issues will also want to consult the Graduate School's *Policies and Procedures Manual for Administering Graduate Student Programs* <http://www.gradschool.purdue.edu/downloads/facstaff/2004PP.pdf>, the *Graduate School Fellowship Manual*. <http://www.gradschool.purdue.edu/downloads/facstaff/fellowshipmanual.pdf>, and *Graduate Education at Purdue University*.

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INTRODUCTION

This manual is published to give current, new, and prospective graduate student staff members, as well those who administer employment procedures, a convenient reference of useful information about graduate student staff employment. It is, however, only a guide. The official policies and procedures of the University will govern the subjects discussed. This manual supersedes prior additions of the *Graduate Student Employment Manual* and does not create an express or implied contract or guarantee of employment for any term. This manual provides information regarding graduate student employment policies, compensation, benefits, use of University facilities and services, appointment procedures, and general payroll information.

The information contained in this manual is subject to change as a result of action by federal and/or state governments, the trustees of Purdue University, and the administration of Purdue University. Unless otherwise indicated, questions concerning the contents of this manual should be directed to the Graduate School or your departmental business office.

Detailed information on many of the subjects addressed in this manual can be found in other University publications and will be referenced as appropriate. (See Appendix A for a listing of reference documents.)

All graduate student employees of the University are encouraged to seek and obtain answers to questions or complaints about their employment or course of study through normal, day-to-day supervisory contacts and channels. The need to handle related issues outside of these normal channels should be referred to the Graduate School.

Complaints that a graduate student employee has been directly and substantially wronged by a University decision related to his or her employment may be handled under the provisions of *Executive Memorandum No. C-19, Grievance Procedures for Academic Personnel; or University Policy IV.8.1, Grievance Policy for Administrative/Professional and Clerical/Service Staff Members.*

Student standards of conduct and rights of appeal are outlined in the publication, *University Regulations*, a handbook that is issued annually by the Office of the Dean of Students.

GENERAL POLICIES

NONDISCRIMINATION POLICY STATEMENT

Purdue University is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Executive Memorandum No. D-1 which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and Vietnam-era veterans through its affirmative action program.

ANTI-HARASSMENT

It is the policy of Purdue University to maintain the campus as a place of work and study for faculty, staff, and students, free from all forms of harassment. In providing an educational and work climate that is positive and harassment free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Graduate student staff members with concerns about their workplace environment may contact the Affirmative Action Office, the Graduate School, Human Resource Services, or the Office of the Dean of Students.

Refer to Executive Memorandum No. C-33 for the University policy on antiharassment and “Procedures for Resolving Complaints of Discrimination and Harassment” (Revised May 3, 2004,) issued by the Vice President for Human Relations.

INTEGRITY IN RESEARCH

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Serious violations of integrity in research are rare. Those that do occur, however, strike at the very heart of scholarship and the concept of the University. In any academic institution, scholars, researchers, and artists have a special obligation to exemplify the best qualities and highest standards of personal and professional conduct. Graduate students, faculty, and staff with concerns about integrity in research should be directed to the Director of University Research Administration in the Office of the Vice Provost for Research.

Specific regulations and procedures related to integrity in research are available in Executive Memorandum No. C-22.

INVENTIONS, PATENTS, COPYRIGHTS, AND PUBLISHING

The University owns all economic and property rights and the right to patent inventions and to copyright materials for all inventions and materials made or developed by University personnel either in the course of employment by the University or through the use of facilities or funds provided by or through the University. Graduate student employment is subject to the University's policy on Intellectual Property (currently set forth in Executive Memorandum No. B-10). All such inventions and materials should be reported in writing; for inventions, use the Invention Record and Disclosure Form, available from the Office of Technology Transfer, Purdue Research Foundation. (See Faculty and Staff Handbook and Executive Memorandum No. B-10.)

Regarding publications, it generally is expected that research results will be published as openly and widely as possible. While the norms concerning the order and inclusion of co-authors vary by discipline, usually anyone who has made a significant contribution to the research should be included either as a co-author or acknowledged in the publication. Faculty, graduate students, and others involved in the research should discuss such matters early in the planning stages in order to arrive at acceptable and fair authorship decisions. (See Graduate Education at Purdue University, which is available from the Graduate School graduate program offices, and on the Graduate School's Web site.)

OUTSIDE EMPLOYMENT AND OTHER OUTSIDE ACTIVITIES

In general, Purdue employees may not engage in outside employment and other outside activities that would conflict with their University duties. Such outside activities include: connections with business enterprises, public offices, professional associations, educational institutions, and foundations. (See Faculty and Staff Handbook.) All outside activities mentioned above, as well as any business enterprise activities from which an employee expects to derive a profit from any University contract or purchase, should be reported annually by

processing an *Application for Permission to Engage in An Outside Activity and/or Disclosure of Potential Conflict of Interest (President's Office Form 32A)*.

For additional information and the University's policy on this topic, refer to *Executive Memoranda Nos. B-4, C-1, and C-39*.

EMPLOYMENT POLICIES AND GUIDELINES

GRADUATE EMPLOYMENT VS. FELLOWSHIP

The University makes assistantships and fellowships available as forms of financial aid to support graduate study. Employment is incident to graduate study. Graduate students who are employed by the University provide services (teaching, research, administrative/professional) that further the missions of the University while providing students with valuable professional experience and financial remuneration in the form of tuition remission and a salary. These students are considered employees and are subject to the policies and procedures outlined in this manual.¹

Students who receive fellowships are not employees and are not obligated to provide services to the University. The purpose of fellowships is to recognize outstanding graduate students and to support their education. While there are broad policies and procedures covered in this document that may apply to fellowships, in general, these guidelines are intended to address graduate student employment. For more information about fellowships, see the *Purdue University Graduate School Fellowship Manual*, available on the Graduate School's Web site.

PAYROLL APPOINTMENT PROCESS

The appointment of a new graduate student staff member requires that a *Payroll Change-Monthly Staff (President's Office Form 10)* and *Employee Information Form (HRS Form 13)* be processed by the departmental business office. The payroll change includes all the appointment information, as well as the appropriate approvals, and is used by the Payroll Office to enter the appointment into the payroll system.

Continuing graduate student staff appointments can be processed via the graduate reappointment system at the beginning of each fall and spring semester and at the beginning of the fiscal year for July 1. Continuing appointments, as well as any other changes in appointments, also can be implemented by processing a *Payroll Change-Monthly Staff* form. Note that a *Payroll Change-Monthly Staff* form processed for July for fiscal year appointments or for the first pay period of the fall or spring semesters will supersede information entered into the graduate reappointment system.

GRADUATE REAPPOINTMENT SYSTEM

The graduate reappointment system is part of the Payroll Appointment Information System (PAIS) and is used three times each year to update and continue current appointments and to terminate non-continuing appointments. Employment actions processed on-line via the graduate reappointment system do not require processing a *Payroll Change-Monthly Staff* form. Three

¹ While the University considers graduate students who provide services to be employees for most purposes, graduate student employees are not subject to certain federal laws governing the employer- employee relationship.

times each year, the system creates an on-line listing of graduate student staff with their last payroll information: in July for fiscal-year staff reflecting the June 30 payroll information; in August for academic-year staff reflecting the last academic payroll information; in December for both fiscal- and academic-year staff reflecting the December 31 payroll information for fiscal-year staff and the last academic payroll information for academic-year staff. The system incorporates the process of updating information for each individual appointment, as well the review and approval process.

Note that certain situations cannot be processed via the graduate reappointment system. Refer to the *User Guide for PAIS Graduate Reappointment* for specific information on these exceptions and for complete information on the graduate reappointment system. A memorandum from Human Resource Services is sent to business offices prior to each processing time to explain specific update capabilities and to supply current effective end dates.

EMPLOYMENT AUDITS

A series of audits take place within Human Resource Services, Payroll, appropriate business offices, and the Graduate School. These audits include manual and automated reviews (some of which are performed on a pre-audit basis while others are done as a post-audit routine). All audits are exercised for the purpose of assuring that the student is legally employable and that the policies and procedures of the University are followed. These audits review the following information for compliance with policies and procedures and for accuracy of data:

A. Graduate Staff and Fellowship Audits

1. Enrollment in a graduate degree or teacher license program and registered for a minimum of three credit hours of graduate-level course and/or research work
2. Hourly paid appointment vs. graduate staff monthly paid appointment
3. Quarter-time only graduate staff appointments
4. *Payroll Change-Monthly Staff (President's Office Form 10)* or Graduate Reappointment System -- all data entered
5. Graduate staff appointment in excess of .25 FTE in combination with fellowship

B. Employment Eligibility Audits

1. I-9 verification
2. Nonresident alien employment greater than .50 FTE

C. Fee Remission Audits -- Verification of Eligibility

OFFER LETTER

Departments should provide an offer letter to each student who will be appointed to the graduate staff. The offer letter should state the terms of the appointment, as well as the expectations of the student. Listed below are the items that should be addressed in the offer letter. A sample offer letter is included as Appendix D. A copy of Appendix B, Terms and Conditions of Employment of All Graduate Staff, should be included with the offer letter.

1. Statement that the offer is contingent upon the student's admission to the Graduate School
2. Terms of appointment including the classification, compensation, FTE, and period of appointment
3. If the graduate staff appointment is for more than one session, include the following statement: "You must maintain satisfactory academic progress and satisfactory teaching/research work performance to continue the graduate staff appointment beyond the first session."
4. Expectations of the student (i.e., teaching, research, administrative/professional)
5. A reference to Employment Eligibility Verification (Form I-9) documentation required and the need to provide it on the first day of employment
6. Benefit information including medical insurance (West Lafayette Campus only) and fee remission, noting the amount of fees the student is responsible to pay
7. Reference to the Council of Graduate School's resolution concerning acceptance of an offer of financial support by a prospective or continuing graduate student. This resolution commits Purdue and the student to honor any agreement made after April 15 unless a written release is obtained from Purdue. Refer to the Graduate School's Policies and Procedures Manual for Administering Graduate Student Programs for more information on this issue.
8. For international students, there is specific information concerning visa procedures that should be addressed in the offer letter. Refer to the Graduate School's Policies and Procedures Manual for Administering Graduate Student Programs for more detailed instructions.
9. Any departmental-specific conditions of employment must be stated in the offer letter.

EMPLOYMENT ELIGIBILITY

A. Enrollment

1. During any academic session, an individual must be enrolled as a student in a graduate degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work to qualify for a graduate student staff appointment. Graduate staff on appointment during the summer are required to register for a minimum of three graduate credit hours during at least one of the summer modules. (See *Policies and Procedures for Administering Graduate Student Programs*.)
2. Guidelines for the maximum number of hours of course and research registration have been established by the Graduate School for use by graduate programs in mentoring graduate student staff. These guidelines suggest a maximum course plus research registration for 0001G, 0002G, 0062G and 0090A appointments as follows:
 - .25 FTE-----15 hours
 - .50 FTE-----12 hours
 - .75 FTE-----9 hours
 - 1.00 FTE-----6 hours
3. Maximum academic loads for a summer session should be proportional to the length of the session (as compared to the length of a semester).

B. I-9/Visa Information

1. Purdue University, in accordance with federal regulations, requires all new or rehired employees to establish proof of identity and employment eligibility before commencing employment and will not employ individuals who are unable to do so. Verification of employment is the responsibility of the hiring department. The employee must complete section 1 of the *Employment Eligibility Verification (Form I-9)*, and the appropriate departmental representative must complete section 2 of the form. (See *Executive Memorandum No. C-11* for further information.)
2. U. S. citizens and resident aliens should be prepared to present appropriate identification to the departmental business office on the first day of employment. Acceptable documents are listed on the *Employment Eligibility Verification (Form I-9)*. The most common forms of identification used are a valid driver's license and a social security card.

3. An international student entering from a foreign country should not apply for a visa or make travel plans until he or she receives a formal letter of admission from the dean of the Graduate School and a *Certificate of Eligibility for Nonimmigrant (F-1) Student Status (Form I-20)* or a *Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019)* from the Office of International Students and Scholars (ISS) at the West Lafayette Campus or the appropriate office at another Purdue campus. These papers will be sent to the student as soon as all admission procedures are completed and the student has forwarded ISS Form 3, Notification of Intent (NOI), proof of sufficient financial resources to attend Purdue, and a copy of the passport identification page. Before applying for the F-1 or J-1 visa, the student will also need to pay a one-time SEVIS fee and take the payment receipt to the visa interview. Instructions for paying the fee are included with the Form I-20/Form DS2019.

4. If an international student is transferring to Purdue from another educational institution in the U.S., certain transfer procedures must be completed before and immediately after arrival at Purdue. After all admission procedures are completed, the student will receive official notification from the Graduate School by email. With that notification will also come instructions to complete ISS Form 3. By completing Form 3, the student notifies ISS that he/she is a transfer student. ISS will then email the student an International Student Transfer Form as an attachment. The student must complete section A and request the current school's international student office (or program sponsor for certain J-1 students) to complete section B and fax the form to ISS. After receiving the completed transfer form and all other required documentation, the *Certificate of Eligibility for Nonimmigrant (F-1) Student Status (Form I-20)* or a *Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019)*, will be issued by the Office of International Students and Scholars at the Purdue (West Lafayette) Campus or the appropriate office at another Purdue campus. The student should notify ISS if there are any changes in the mailing address for the I-20/DS-2019.

When the student arrives at the Purdue West Lafayette campus, he/she should plan on attending the International Student and Scholar Orientation program in order to check in and have his or her immigration information forwarded to the SEVIS system. The student should bring his or her passport, *Departure Record (I-94 card)*, Purdue *Certificate of Eligibility for Nonimmigrant (F-1) Student Status (Form I-20)* or *Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019)*, and any previously issued *Forms I-20* or *DS-2019*. Students with dependents accompanying them to Purdue should bring the above documents for all dependents also. Students attending another Purdue campus should check directly with the appropriate staff at that campus for its specific procedures for processing the transfer after arrival to campus.

C. Change from Faculty Rank

If a person is appointed as a faculty member at the rank of instructor or above, he or she will be ineligible for a graduate staff appointment thereafter, unless an exception is approved by the dean of the Graduate School.

ORAL ENGLISH PROFICIENCY PROGRAM

The Oral English Proficiency Program (OEPP), established in 1987, implements University policy, which states that any person whose first language is not English and who holds or is a candidate for appointment as a graduate teaching assistant must demonstrate adequate oral English proficiency before assignment to duties involving direct instruction of students (i.e., classroom, laboratory, tutoring). The program: 1) certifies the oral English proficiency of teaching assistants whose first language is not English; 2) provides oral English proficiency screening services to all departments employing non-native English-speaking teaching assistants; 3) offers English as a second language instruction to prospective teaching assistants; and 4) monitors graduate program compliance with University policy through payroll verification.

The goal of the program is to ensure that non-native English-speaking teaching assistants have the language competency necessary for effective communication in the American undergraduate classroom setting.

For further information about Oral English Proficiency Program policies and services, contact the OEPP Office at the West Lafayette campus or the appropriate office at another Purdue campus.

DEFINITIONS OF EMPLOYMENT CLASSIFICATIONS

A. There are six basic classifications of employment for students who are eligible for a graduate appointment.:

1. **Graduate Teaching Assistant:** The responsibilities of the Graduate Teaching Assistant could include any tasks related to the instruction of students. Graduate Teaching Assistants might have primary responsibility for a course, a recitation section, or a laboratory section. A Graduate Teaching Assistant might serve as a tutor or might provide assistance to a faculty member in instruction in a course through such tasks as grading papers, preparing hand-outs, placing materials on the Web, or assisting in clinical assignments.
2. **Graduate Lecturer:** The responsibilities of the Graduate Lecturer are similar to those of the Graduate Teaching Assistant but at a more senior level. Normally Graduate Lecturers teach courses beyond the 100-level. Appointment to this category is based on demonstrated excellence in teaching as a Graduate Teaching Assistant and is made at the discretion of the department head or in a manner consistent with the governance of a particular academic unit when the following

conditions have been met: The graduate student must have passed the preliminary examination and be classified as a doctoral candidate (Class D); the graduate student is enrolled in 699 for research credits and has completed all coursework on the plan of study; the graduate student has been a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer.

3. **Graduate Administrative/Professional:** Duties that are generally administrative and/or professional in nature and are assigned to a graduate student staff member fall within the purview of a Graduate Administrative/Professional. For example, a Graduate Administrative/Professional might have responsibilities in the library, Office of the Dean of Students, Intercollegiate Athletics, ITaP, or one of the development offices that are unrelated to the instruction of students in a course. Assistant coaches should be classified as Graduate Administrative/Professionals. Graduate student staff who have academic counseling responsibilities should be classified, also, as Graduate Administrative/Professionals. Graduate Administrative/Professionals are permitted in academic areas.
4. **Resident Assistant/Staff Resident:** Graduate staff appointed as resident assistants/staff residents should be classified as a Resident Assistant/Staff Resident.
5. **Graduate Research Assistant:** A Graduate Research Assistant performs duties related to a research project or program under the guidance and direction of specific faculty members. Any graduate student staff member who is assigned to perform research duties should be classified in the category, regardless of the funding source.
6. **Graduate Aide:** Graduate staff at Purdue’s Calumet, Fort Wayne, and North Central campuses.

B. Graduate appointments are further defined by the assignment of position titles and codes as described in Appendix C and as follows:

Graduate Aide ² (Calumet, Fort Wayne, and North Central only)	0001G
Graduate Teaching Assistant	0002G
Graduate Lecturer	0003G
Graduate Research Assistant	0062G
Graduate Administrative/Professional	0090A

C. **Graduate Aide (0001G)** appointments may be used only at the Calumet, Fort Wayne, and North Central Campuses.

D. Students must be engaged in the type of activity for which their positions are funded (i.e., students paid from instructional funds must be doing instruction, and students paid

² Graduate staff appointments for Purdue graduate students at the Indianapolis campus are administered through Indiana University

from research funds must be doing research, etc.). It should be understood that departmental general funds can support instruction, public service, or departmental research.

APPOINTMENT IN NONGRADUATE STAFF CLASSIFICATIONS

A. Student Hourly Classification

Employment of a graduate student enrolled in a degree-seeking or teacher license program should be done through a graduate staff employment classification as defined in the section above. Occasionally, where the employment is of an *ad hoc* nature, it may be appropriate to appoint a student using an hourly paid student classification. Students employed on this type of classification are not entitled to any of the benefits specific to a graduate staff appointment. Therefore, the student hourly classification should be limited to those few situations where the work assignment is sporadic and, thus, more appropriate to be hourly paid.

B. Administrative/Professional

Graduate students enrolled in a degree-seeking or teacher license program and who are to be in employment status, should be appointed to a graduate staff classification until their degree requirements are completed. This policy is not applicable to existing University staff members who start master's or doctoral programs after beginning their Purdue University administrative/professional positions.

1. Regular Administrative/Professional Positions

Appointment or transfer of a graduate student to a regular administrative or professional position prior to degree completion normally is not appropriate. Occasionally, it is desirable for a graduate student nearing the completion of her/his master's or doctoral program, usually the same academic session that the graduate student expects to graduate, to be appointed to a part-time or full-time administrative/professional position. Requests for appointment or transfer of a graduate student to a regular administrative or professional position should be directed to the Graduate School, for review of the student's academic record and progress. If the Graduate School endorses the request for appointment or transfer of a graduate student to a regular administrative/professional position, the recommendation will be forwarded to the Vice President for Business Services for final action.

2. Temporary Administrative/Professional Positions

Appointment or transfer of a graduate student to a temporary administrative or professional position prior to degree completion is not appropriate. Instead, graduate students and University departments, programs, and offices should use the existing graduate staff appointment process, which provides considerable flexibility, to

accommodate summer and other fixed-term employment opportunities for graduate students.

TRANSFER TO POSTDOCTORAL APPOINTMENT

A graduate student who completes his or her degree requirements may be appointed to a postdoctoral position once his or her thesis is deposited with the Thesis/Dissertation Office. The postdoctoral appointment may begin the day following deposit of the thesis. Appropriate employment authorization is required before an international student transfers to a non-student position.

EMPLOYMENT PERIOD

- A. Graduate staff may be appointed on either an academic year or fiscal year basis. (See *Executive Memorandum C-26.*)
- B. For graduate staff appointed on a fiscal year basis, the employment period will begin and end with the actual dates of employment. (See the section on EMPLOYEE BENEFITS for information on vacation days for fiscal year staff.)³
- C. For graduate staff appointed on an academic year basis, the employment period will begin on the seventh calendar day preceding the first day of classes of the first semester and end on commencement day. (See the section on EMPLOYEE BENEFITS for information on vacation periods for academic year staff.) For payroll and contract purposes, the semesters are defined as follows:
 - 1. The fall semester begins the seventh calendar day preceding the first day of classes in the first semester and ends the eighth calendar day preceding the first day of classes in the second semester.
 - 2. The spring semester begins the seventh calendar day preceding the first day of classes in the second semester and ends on commencement day.
- D. For graduate staff appointed on an academic year, there will be no limit to the number of weeks the student may work during the summer period.
- E. Conversion from academic year staff to fiscal-year staff normally will be on July 1, and conversion from fiscal-year to academic-year staff normally will be at the beginning of an academic semester. However, if circumstances warrant, conversion at other times may be allowed.

³ Any departmental-specific condition of employment must be stated in the offer letter.

ALLOWABLE FTE

- A. The primary appointment for a graduate student shall be .25, .50, .75, or 1.00 FTE. (Appointments cannot be made below a .25 FTE). Graduate staff appointments may be a combination of any of the classifications described in the section above on DEFINITIONS OF EMPLOYMENT CLASSIFICATIONS.
- B. A combination of appointments is possible. Additional appointments beyond a .50 FTE may be made in any increment.
- C. When classes are in session, international students are limited by law to working a total of twenty (20) hours per week (i.e., .50 FTE). The twenty-hour limit applies to all appointments including combination monthly and biweekly appointments. (See *Executive Memorandum C-11.*)
- D. All appointments require that services be performed at the FTE specified. See the document entitled *Purdue University Graduate Staff Appointments and Monthly Salaries* that is issued annually by the Graduate School. (See Appendix C.)

COMPENSATION

- A. The Graduate School issues salary scales for each graduate staff classification. These scales are reviewed and approved annually. All position classifications are assigned a minimum salary requirement. A document entitled *Purdue University Graduate Staff Appointments and Monthly Salaries*, which is issued annually by the Graduate School, indicates these minimum salaries. (See Appendix C.)
- B. Each college/school establishes graduate staff salaries appropriate for its graduate programs following the minimum salary requirements. Adjustments for merit and/or increased responsibilities may be made by the college/school or head of the graduate program.
- C. Salaries of continuing appointees will be reviewed annually. Annual salary increases for fiscal-year staff normally will be effective July 1. Annual increases for academic-year staff may be made with the beginning of the first biweekly summer pay period that starts on or after July 1 or with the beginning of the academic year.
- D. Graduate staff salaries that exceed the full-time fiscal year rate of \$50,000 (\$25,000 at 0.50 FTE) are required to receive prior approval by the Graduate School. There are two exceptions to this policy:
 - 1. Salaries that exceed the full-time fiscal year rate of \$60,000 for graduate staff in the School of Pharmacy and Pharmaceutical Sciences and the School of Veterinary Medicine who hold a professional degree such as the Doctor of Veterinary Medicine, Doctor of Medicine, or Doctor of Pharmacy, require prior approval by the Graduate School.

2. Salaries that exceed the full-time fiscal year rate of \$90,000 for graduate staff in the School of Veterinary Medicine's interdisciplinary Comparative Medicine graduate program who hold a professional degree such as the Doctor of Veterinary Medicine, Doctor of Medicine, or Doctor of Pharmacy require prior approval by the Graduate School.

The salary levels requiring prior approval by the Graduate School will be periodically reviewed to assure that the requirements remain reasonable and meet the needs of academic units.⁴

EMPLOYMENT BY CONTINUING EDUCATION

Graduate students may be employed on a continuing education project, with prior approval of the appropriate head of the graduate program and college/school dean. (See Executive Memorandum C-18.)

Continuing Education appointments that cause the graduate student's total appointment to exceed 1.00 FTE (i.e., overload) must be approved by the dean of the Graduate School. An *Employment Certification -- Extra Duty (Business Office Form 57)* must be processed for all Continuing Education appointments regardless of FTE.

CHANGE OF DUTY STATION

If a graduate student is engaged in a project that requires the student to be stationed off campus for extended periods of time and is to be paid by or through the University, a change of duty station request is required. The student should submit a request, with the approval of the major professor, head of the graduate program, and college/school dean, to the dean of the Graduate School at least six weeks prior to the anticipated departure from campus. The request should be made on a *Request for Sabbatical, Research, Outside Activity Leave or Change in Duty Station (HRS Form 33F)*. (See Graduate School Policies and Procedures for Administering Graduate Student Programs for further information.)

TERMINATION

Employment is subject to the availability of funds. The employment of graduate students may be terminated prior to the expiration of the stated employment period or the compensation may be reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to, but not beyond, the date of such termination.

Continuation of graduate employment is conditional upon performance of the work assigned and/or satisfactory academic progress. The employment of any graduate student may

⁴ Modifications to these levels are recommended by the dean of the Graduate School to the provost for approval.

be terminated at any time prior to the expiration of the stated employment period by the University for cause, which shall include any violation of University rules, regulations, or policies. No extension or renewal of employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to the student.

GRADUATE STUDENT EMPLOYEE RECORDS

The University maintains records on all employees of the University, including graduate student staff. The source of that information is from payroll documents and an *Employee Information Form (HRS Form 13)*. Changes in University records for personal information such as name, address, and telephone number (home or work) can be changed only by completing the *Employee Information Form*. These forms are available in departmental business offices.

PAYROLL PROCEDURES

PAYROLL PROCEDURES

Immediately upon employment, new employees should complete an *Employee's Withholding Allowance Certificate (Form W-4)* and *Employee's Withholding Exemption and County Residence Certificate (Form WH-4)*. The social security number should be recorded on all payroll forms. If the new employee has no number, application must be made in person at a local social security office.

For most graduate appointments, salary payments are distributed on the last working day of each month. Paydates for academic-year graduate students paid during the summer and other exceptions to the general rule are noted on the *Calendar of Paydates* that is distributed to all University departments before the start of each school year. This *Calendar of Paydates* may be viewed through Web site: <http://www.purdue.edu/Payroll>.

Employees may request that their paychecks be deposited directly into their checking or savings account in any bank, credit union, or other financial institution in the U. S. that is a member of the Automated Clearing House (ACH). Most banks and credit unions are members. Employees and fellows are encouraged to use this service.

To access the automatic deposit service, the employee must complete a *Direct Deposit Form (Business Office Form 0003)*, which is available from the departmental business office or Payroll Office. Employees using the automatic deposit service will receive a bank deposit notice similar in format to a paycheck stub on payday.

Paycheck stubs/direct deposit notices will indicate applicable tax deductions, benefits program premiums, and other miscellaneous deductions.

All payroll forms are available in departmental business offices.

SALARY ADVANCE FOR GRADUATE STUDENTS (West Lafayette Campus Only)

New graduate students requiring salary advances should contact their departmental business manager. Signing a standard promissory note with the Purdue Research Foundation and approval of the head of the graduate program will be required. Salary advances granted under this procedure must be repaid from the first three regular payroll checks. The maximum amount available under this process for a graduate student is \$1,200.

Salary advances in excess of \$1,200 or advances requiring longer repayment periods must be submitted through normal administrative channels for approval by the appropriate vice president.

SETTING UP PAYROLL APPOINTMENT

Departments initiate new graduate appointments by processing a *Payroll Change-Monthly Staff (President's Office Form 10)* and the *Employee Information Form (HRS Form 13)*. Continuing appointments are activated at the beginning of the fiscal year and the beginning of the fall and spring semesters via the Graduate Reappointment System. Continuing appointments or other changes in appointments also can be implemented by processing a *Payroll Change-Monthly Staff (President's Office Form 10)*. Refer to the *Business Procedures Manual* for additional information on these processes.

TAXES

Indiana state and local taxes and federal taxes are withheld from payments according to exemptions claimed on the *Employee's Withholding Exemption and County Residence Certificate (Form WH-4)* and the *Employee's Withholding Allowance Certificate (Form W-4)*, respectively. A *Wage and Tax Statement (Internal Revenue Service Form W-2)* will be issued.

INTERNATIONAL TAX AND TREATIES

When the employee indicates on the *Employment Eligibility Verification (Form I-9)* that he or she is an "alien authorized to work in the United States," the hiring department should instruct the employee to bring his or her Passport/Visa booklet and *Departure Record (I-94 card)* to the Payroll Office. He or she will be assisted by the Payroll Office staff while completing proper employment and tax forms. A determination will be made at that time whether the employee is eligible for Tax Treaty benefits and for how long.

A *Foreign Person's U. S. Source Income Subject to Withholding (Internal Revenue Service Form 1042S)* will be issued to the international employee for the amount of any income exempted from tax as a result of Tax Treaty benefits. A *Wage and Tax Statement (Internal Revenue Service Form W-2)* will be issued to the international employee for all other income.

TAXABILITY OF FEE REMISSIONS

Refer to the section on EMPLOYEE BENEFITS -- TUITION AND FEE REMISSIONS.

REQUIRED DOCUMENTS

A summarized listing of documents that must be completed before a new graduate staff member may be paid is listed below:

Employment Eligibility Verification (Form I-9)

Employee's Withholding Allowance Certificate (Form W-4)

Employee's Withholding Exemption and County Residence Certificate (Form WH-4)

Employee Information Form (HRS Form 13)

Direct Deposit Form (Business Office Form 0003) -- Optional

Payroll Change-Monthly Staff (President's Office Form 10) -- Completed by the department

EMPLOYEE BENEFITS⁵

Graduate staff employee benefits are categorized and described in the following five major sections: Tuition and Fee Remissions, Leaves of Absence, Medical Insurance, Risk Management Programs, and Miscellaneous.

TUITION AND FEE REMISSIONS

A. Graduate Student Staff Remission

Graduate student staff appointed as Graduate Teaching Assistants, Graduate Aides, Graduate Research Assistants, or Graduate Administrative/Professional Staff receive a tuition and fee remission each semester and summer session that they are employed. The fee remission relieves the graduate student of the obligation to pay full tuition and fees and requires the student to pay only a reduced fee each semester and one-half the semester rate during the summer. [Tuition and fee rates for students enrolled in the College of Engineering, Department of Agricultural and Biological Engineering, Doctor of Audiology, Master of Business Administration, Master of Science (Human Resources), and Master of Science in Industrial Administration (excluding Executive or Community M.S. Programs) include a higher general service fee.] The difference between the general service fee assessed full-time students and the differential fee for these programs, is also the responsibility of the student (i.e., this differential fee is not remittable).

B. Spouse Fee Remission

The spouse of a graduate staff member is eligible for remission of the nonresident tuition fee but is responsible for all resident fees.

C. Eligibility

A student is eligible for the graduate staff fee remission if the appointment is in effect during the first six weeks of a semester or July 1 of the summer session. To receive the fee remission, the employing department completes section 9 of the *Course Request (Office of the Registrar Form 23)* when the student registers for classes. If employment is assigned after the student registers, a second *Course Request* should be submitted with section 9 completed by the employing department. In completing section 9 of the *Course Request*, the employing department must enter the appropriate graduate employment classification.

⁵ Pursuant to the Board of Trustees' September 2002 resolution, the definition of "spouse" includes same-sex domestic partners. For more information regarding same-sex domestic partner benefits, contact Staff Benefits on the West Lafayette campus.

If a graduate staff appointment terminates within the first six weeks after the start of a semester or prior to July 1 during the summer session and coursework is continued, all fees will be assessed for the semester or summer session.

Students enrolled in the summer session are eligible for summer fee remission if they held a teaching assistantship in the prior spring semester and also will be appointed to a teaching assistantship in the following fall semester. The *Course Request (Office of the Registrar Form 23)* should be submitted with the staff classification entered in section 9. (Refer to Graduate School memorandum from T. P. Adler on “Summer Tuition and Fee Waivers for Teaching Assistants.”)

A student who held a teaching assistantship in the spring semester, but will not hold one in the fall semester because he or she will complete degree requirements during the summer may be granted a Graduate Tuition Scholarship for the summer session. The graduate program must submit a *Graduate Fellowship Assignment (G.S. Form 90)*. (Refer to Graduate School memorandum from T. P. Adler on “Summer Tuition and Fee Waivers for Teaching Assistants.”)

D. Taxability

The value of a fee remission provided to a graduate staff employee is not considered taxable income.

A graduate student whose spouse receives a remission of nonresident tuition is taxed for the value of the spouse’s fee remission.

For further information on the taxability of fee remissions, contact the Payroll Office. For any other information concerning tuition and fee remissions, contact the Bursar’s Office.

LEAVES OF ABSENCE

All leaves of absence greater than 10 consecutive work days, for any reason except vacation or Family and Medical Leave Act of 1993 (FMLA) related leave, require the approval of the dean of the Graduate School. To obtain approval, a *Request for Absence from Campus (HRS Form 33ABSENCE)* must be processed. All other leaves require approval by the appropriate vice president or dean or designee on the same form (*HRS Form 33 ABSENCE*). Questions regarding leaves of absence should be directed to Human Resource Services, Employee Relations.

A. Vacation and Holidays

1. Academic-Year Staff: Graduate student staff employed on an academic-year basis are in vacation status without pay during the periods of the academic year when classes are not in session. The seven-calendar-day period prior to the first day of classes each semester and the periods between the end of classes and the final date for submitting grade reports are not considered vacation. Official University holidays falling within the vacation periods are treated as vacation except when classes are in session.
2. Fiscal-Year Staff: Members of graduate student staff employed on a fiscal-year basis may be granted a maximum of 22 working days of vacation at the same rate of pay they normally receive (i.e., those employed full time, 22 days at full pay; those employed one-half time, 22 days at one-half pay, etc.). Vacation allowance is accrued from the date of employment but may not be taken before the completion of three months' employment. A maximum of 22 vacation days may be maintained. Vacation must be requested on HRS Form 33 ABSENCE.

Graduate student staff employed on a fiscal-year basis terminating their employment with the University may not be paid for any unused vacation allowance nor may their appointments be extended to cover any unused vacation.

Graduate student staff transferring to any other employment classification (i.e., faculty, administrative/professional, etc.) cannot transfer their unused vacation balance to the new position.

Graduate student staff employed on a fiscal-year basis also are eligible for the 10 official University holidays.

The vacation policy for graduate student employees is detailed in Executive Memorandum C-31.

B. Sick Leave

1. Sick Leave: Graduate student staff are eligible for two weeks (10 working days) per year of paid sick leave for illness. "Illness" is defined as a staff member's own illness, disabling injury, or pregnancy. This includes childbirth and complications of pregnancy, miscarriage, abortion, and confined recovery therefrom, for the period during which the employee is unable to perform normal duties as determined by a physician.

2. Family and Medical Leave Act of 1993 (FMLA): The “Family and Medical Leave Act of 1993” provides provision for time off for an employee’s own serious health condition, to take care of a family member with a serious health condition, to give birth, to adopt, or to place a child in the employee’s home for foster care. FMLA states that up to 12 workweeks of leave per year are available. If the leave is taken for an employee’s own serious health condition or a family member’s serious health condition, and the employee has accrued unused paid sick leave and qualifies for paid sick leave, the employee must use the paid sick leave during the FMLA leave. In order to be eligible for leave under FMLA, graduate student staff must have been employed at Purdue for 12 months, consecutive or non-consecutive, and have worked at least 1,250 hours in the 12 months preceding the date leave commences. Further information on FMLA is available by contacting Human Resource Services, Employee Relations, or by accessing *University Policy IV.10.1* at the following Web site:
http://www.purdue.edu/oop/policies/pages/human_resources/iv_10_1.html.

C. Illness in Family

Graduate student staff are eligible for three working days per fiscal year paid leave for immediate family illness. “Immediate family” is defined as spouse, same-sex domestic partner, parents, children, grandparents, grandchildren, sisters, brothers, and corresponding in-laws and step-relatives. Family members not included here, but who reside in the employee’s home, are considered immediate family. Leave related to family illness must be requested on *HRS Form 33 ABSENCE*.

D. Bereavement Leave

Graduate student staff are eligible for one to three working days per occurrence of paid bereavement leave for a death in the immediate family. “Immediate family” is defined above under “Illness in Family.”

E. Jury and Witness Duty

Graduate student staff are eligible for paid leave of absence as a juror or court witness. Jury duty or duty as a court witness is the service and time spent away from a University job as a result of a subpoena issued by a court. Service as a volunteer expert witness or other volunteer court duty is not included in the provisions in this leave of absence.

F. Military Leave

Graduate student staff who are members of the Indiana National Guard, or members of the reserve components or retiree personnel of the naval, air, or ground forces of the United States, and who are under authority to report for 15 days or less, are entitled to a leave of absence for military duty. Such leave is available without loss of benefits, time, or pay not to exceed 15 regular work days in any calendar year. Travel time required for reporting to the place of military duty is included in the 15-day allowance.

This policy is further outlined in University Policy IV.10.2 and in the “Policy Concerning Graduate Assistants or Fellows Called to Active Military Service,” issued to vice presidents, deans, and department heads by Robert L. Ringel, executive vice president for academic affairs, dated October 31, 1990.

MEDICAL INSURANCE

A. Graduate Staff Medical Insurance (West Lafayette Campus Only)

Graduate student staff who are employed half-time or more for a semester or longer are eligible for participation in the University-subsidized Graduate Student Staff Health Plan. (Note: Resident assistants/staff residents in University Residences and fellowship recipients are not eligible.) Eligible graduate staff are enrolled automatically in the plan, and deductions are taken automatically from their pay. Coverage is continuous, including the summer, as long as the graduate staff member is employed in an eligible position.

Eligible staff members who are insured through the Graduate Student Staff Health Plan may enroll their eligible spouses and dependents in the plan within 30 days of becoming insured by completing the Graduate Staff Insurance Dependent Enrollment Form.

Graduate student staff who wish to waive participation in the plan must complete a Graduate Staff Insurance Opt Out Form. This allows the student to be excluded from the plan and not have premiums deducted from his or her pay. The plan is designed to meet University guidelines for insurance coverage for international graduate staff. Internationals who wish to waive coverage in this plan must show proof of other appropriate coverage.

Graduate staff members and their covered dependents may elect to continue medical insurance coverage for up to 18 months should any of the following occur: termination of employment, reduction in employment resulting in the loss of eligibility for coverage, divorce or legal separation, or a child’s loss of “dependent” status. In some situations, coverage may continue for 36 months.

NOTE: Since fellowship recipients are not employees, they are not eligible for participation in the Graduate Student Staff Health Plan. However, the stipends of students receiving fellowships are supplemented in an amount equal to the University contribution to the cost of the Student Staff Health Plan. Fellowship recipients may choose to participate in the Graduate Fellowship Injury and Sickness Insurance Plan which is equivalent in coverage to the Graduate Student Staff Health Plan by paying the required premiums.

Questions about the insurance plan may be directed to departmental business offices or Human Resource Services, Staff Benefits

B. Purdue University Student Health (PUSH) Center (West Lafayette Campus Only)

Graduate students enrolled full-time (eight or more hours in the fall and spring; six or more hours in the summer) who have paid their tuition and fees are eligible to receive many PUSH services at no additional charge. For more information, see http://www.purdue.edu/hr/Benefits/2004_gradStaff.htm

Some PUSH services are charged on a fee-for-service basis. These include radiology and laboratory tests, minor procedures performed by healthcare providers, and medications and supplies used.

RISK MANAGEMENT PROGRAMS

A. Automobile Liability Insurance

The University carries liability insurance on all University owned trailers and self-propelled vehicles that are used on public thoroughfares. Authorized vehicle operators are protected against third-party claims for bodily injury or property damage while operating within the scope of their authority. This insurance includes non-ownership liability coverage to protect the University when privately-owned vehicles are driven on University business. This coverage also protects the personal liability of a person properly authorized to drive a private vehicle on University business. This coverage, however, is in excess over that carried by the owner of the private vehicle -- and responds only if and when that coverage is exhausted. No coverage is provided by the University for physical damage to private vehicles. The protection afforded individuals by the University's automobile liability is contingent upon use of the vehicles in accordance with authority given by the University. Further details may be obtained from the Risk Management Office.

B. Comprehensive General Liability Insurance

Graduate student staff, while acting in the course of and within the scope of their duties, are covered by Comprehensive General Liability Insurance. The coverage provides protection against claims brought by third parties for occurrences that arise out of University activities and result in bodily injury, property damage, or personal injury. Further information is available by contacting the Risk Management Office.

C. Worker's Compensation Benefits

The Worker's Compensation and Occupational Disease Act of Indiana provides protection for all University employees (including graduate staff) who are injured while carrying out assigned duties both on the premises of the University and while traveling on University business. The act stipulates that the employee be compensated for lost time (subject to limits established by the state legislature) and that his or her medical expenses be paid. Claims are filed through Human Resource Services, Staff Benefits.

D. Graduate Student Accident Insurance

The University provides, at its expense, an Accident Insurance Plan for all graduate students on the West Lafayette Campus. The coverage provides accidental death, dismemberment, disability income, and medical expense for those hazards to which an insured person may be exposed while engaged in class work, research, course-related activities, or in approved field work or travel for University activities related to research or coursework. Coverage is not provided in the place of residence or while commuting to and from normal on-campus instructional or research locations. Coverage in aircraft is restricted, and coverage does not apply if the insured is acting in the capacity of an employee. The latter would be covered under the Worker's Compensation program.

MISCELLANEOUS

A. Parking

All parking on the West Lafayette Campus is regulated and available for a fee. Graduate staff members who are employed three-quarter-time or more are eligible for one of two classifications: an A permit or a B permit. Graduate staff employed less than three-quarter-time are eligible to purchase a C permit which provides limited parking availability. For more information about parking, see <http://www.adpc.purdue.edu/PhysFac/parking/Welcome.htm>

Information regarding parking at one of the system-wide locations may be obtained by contacting the Police Department at that campus.

B. Other Programs Available to Graduate Staff

The following programs are provided to graduate students:

1. Athletic Tickets -- optional at the staff fee rate
2. Convocations and Lectures -- student discount privilege
3. Recreational Gymnasium -- included in the fees paid by the student

LISTING OF REFERENCE DOCUMENTS

EXECUTIVE MEMORANDA

	<u>Title</u>	<u>Current Issue Date</u>
B-4	Political Activities	May 5, 1972
B-10	Policy on Intellectual Property	July 10, 2000
C-1	Compliance with New “Conflicts of Interest” Disclosure Requirements	August 22, 1983
C-11	Immigration Reform and Control Act of 1986	March 1, 1994
C-18	Compensation Policies for University Staff Members Participating in Continuing Education Activities	April 1, 1991
C-19	Grievance Procedures for Academic Personnel (Revised) Effective July 1, 1998	October 31, 1997
C-22	Policy on Integrity in Research	September 6, 1991
C-26	Employment Period for Academic-Year Staff	March 30, 1998
C-28	Re-affirmation of University Policy on Equal Employment Opportunity and Affirmative Action	August 1, 1993
C-31	Vacation Policy for Graduate Student Employees	December 15, 1993
C-33	Antiharassment Policy	September 16, 1994
C-39	University Policy on Conflicts of Interest and Commitment	October 25, 1995

OTHER REFERENCE DOCUMENTS

Calendar of Paydates

Graduate Education at Purdue University (published by the Graduate School)

Graduate Staff Salaries: Graduate School Prior Approval Requirements

(Recommended by J. J. Contreni and approved by S. Mason on February 8, 2005)

Grievance Policy for Administrative/Professional and Clerical/Service Staff Members (IV.8.1)

Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative, Professional, Clerical, and Service Staff. (IV.10.2)

Policies and Procedures for Administering Graduate Student Programs

Policy Concerning Graduate Assistants or Fellows Called to Active Military Service

(R. L. Ringel memorandum dated October 31, 1990)

Procedures for Resolving Complaints of Discrimination and Harassment (Revised May 3, 2004)

Purdue University Family and Medical Leave Act (FMLA) Policy (IV.10.1)

Purdue University Graduate Staff Appointments and Monthly Salaries Sheet

Summer Tuition and Fee Waivers for Teaching Assistants (T. P. Adler memorandum dated March 27, 1986)

University Regulations Handbook

User Guide for Payroll Appointment Information System (PAIS) Graduate Reappointment

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT OF ALL GRADUATE STUDENTS AT PURDUE UNIVERSITY

1. To be eligible to hold any graduate staff appointment, during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work. Graduate staff employment is incident to graduate study.
2. Continued employment is subject to the availability of funds. The employment of graduate students may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.
3. The staff privileges available to graduate student employees are set forth in the *Graduate Student Employment Manual*. Copies of applicable pages are available from heads of graduate programs or departmental business office. All staff members, including graduate student employees, are required to become familiar with and abide by the administrative procedures of the University as well as its rules and regulations in effect, from time to time, as set forth in the University Code, Executive Memoranda, and actions of the president, faculty, and Board of Trustees. Employees engaged in teaching are expected to become familiar with the regulations relating to students.
4. Continuation of graduate student employment is conditional upon performance of the work assigned and/or satisfactory academic progress. The employment of any graduate student may be terminated at any time prior to the expiration of the stated employment period by the University for cause, which shall include any violation of University rules, regulations, or policies. No extension or renewal of the employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to such student. Graduate student employment is subject to the University's policy on Intellectual Property (currently set forth in Executive Memorandum No. B-10.)
5. Graduate programs may have additional terms and conditions of employment which must be included in the offer letter. These additional terms and conditions may not be in conflict with the contents of this manual.

POLICIES FOR GRADUATE STAFF

1. To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. (Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.)
2. Students must be engaged in the type of activity for which their position is funded (e.g., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.).
3. To be eligible for a Graduate Lecturer appointment, a student must have passed the preliminary examination and be classified as a doctoral candidate (Class D). In addition, a Graduate Lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 699, and have served as a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. A Graduate Lecturer normally teaches courses greater than the 100 level.
4. Exceptions must be approved by the dean of the Graduate School.

DEGREE AND REGISTRATION REQUIREMENTS FOR ALL GRADUATE STUDENTS

In fulfilling degree requirements, a maximum of 18 credit hours will be allowed from any one semester (9 credit hours for the summer session).

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C or better (B or better for 300- or 400-level courses) that appear on the plan of study and research credit hours with grades of S that appear on the Purdue transcript.

1. Master's Degree:
 - a. At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
 - b. More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
 - c. At least 30 total credit hours are required.
2. Doctor of Philosophy Degree:
 - a. At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
 - b. At least 90 total credit hours are required.
 - c. A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program.

POLICIES FOR GRADUATE STAFF

1. To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. (Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.)
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3. To be eligible for a Graduate Lecturer appointment, a student must have passed the preliminary examination and be classified as a doctoral candidate (Class D). In addition, a Graduate Lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 699, and have served as a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. A Graduate Lecturer normally teaches courses greater than the 100-level.
4. Exceptions must be approved by the dean of the Graduate School.

REGISTRATION GUIDELINES FOR GRADUATE STAFF

Guidelines for Maximum Course Plus Research Registration:

Appointment Level	0.25 FTE	0.50 FTE	0.75 FTE	1.00 FTE
Graduate Lecturer Graduate Teaching Assistant Graduate Administrative/Professional	15 hrs.	12 hrs.	9 hrs.	6 hrs.

Guidelines for Minimum Research Registration:

Appointment Level	0.25 FTE	0.50 FTE	0.75 FTE	1.00 FTE
Graduate Research Assistant	3 hrs.	6 hrs.	9 hrs.	12 hrs.

DEGREE AND REGISTRATION REQUIREMENTS

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C or better (B or better for 300- or 400-level courses) that appear on the plan of study and research credit hours with grades of S that appear on the Purdue transcript.

1. Master's Degree:
 - a. At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
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 - b. At least 90 total credit hours are required.
 - c. A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program.

In fulfilling degree requirements, a maximum of 18 credit hours will be allowed from any one semester (9 credit hours for the summer session).

Date*

Dear **:

I am pleased to be able to offer you a half-time graduate teaching assistantship in this department for the 2005-2006 academic year. The assistantship is, of course, contingent upon your meeting all the admission requirements of the department/program and Graduate School. In order to continue the assistantship, you must maintain satisfactory academic progress and satisfactory teaching/research work performance.

Insert **departmental** expectations regarding duties, lines of reporting, hours, and any other departmental-specific information relevant to employment.

The assistantship provides a salary of \$1,170 per month or \$11,700 for a 10-month period, along with a remission of all but a nominal portion of tuition and fees⁶ (\$554 per semester for the 2005-2006 academic year). The dates of your appointment are August (date and year), through May (date and year.).

NOTE:

Since your appointment is half-time or more for at least a semester, you will be enrolled automatically in the Graduate Student Staff Health Plan described in the enclosed brochure. If you choose to accept this plan, the University will subsidize approximately 70% of the cost. Additional coverage for a spouse and other dependents is available, with a University subsidy of approximately 70%.

Include this paragraph only if appointment is half-time or more and at least one semester.

If you wish to accept this appointment, please respond in writing by April 15. Under a resolution of the Council of Graduate Schools, acceptance of an offer of financial support for the next academic year completes an agreement that both you and Purdue University expect to honor. If you accept our offer before April 15 and subsequently desire to withdraw your acceptance, you 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 you not to accept another offer without first obtaining a written release from Purdue University.

USE FOR:

On your first day of employment, you must present proof of employment eligibility to the departmental business office. Refer to the enclosed Employment Eligibility Verification (INS Form I-9) to determine which documents you will need to bring with you.

U.S. citizens or resident aliens

You should not apply for your visa or make travel plans until you receive a formal letter of admission from the dean of the Graduate School and your Certificate of Eligibility (I-20 or IAP-66) from the Office of International Students and Scholars at Purdue University. These papers will be sent to you as soon as all admission procedures are completed and you have shown proof of sufficient financial resources to attend Purdue.

International Students entering from foreign countries

If you are transferring to Purdue University from another educational institution in the U.S., certain transfer procedures must be completed before you come to Purdue. After all admission procedures are completed, you will receive a Certificate of Eligibility (I-20 or IAP-66), issued by the Office of International Students and Scholars at Purdue. If you are on a J-1 visa, take the IAP-66 that was issued by Purdue to the international student services office at your current educational institution to obtain the necessary transfer approval from that institution. To complete the transfer, upon your arrival at Purdue, bring your passport, I-94 card, and the IAP-66 showing transfer approval to the Office of International Students and Scholars. If you are on an F-1 visa, as soon as you arrive at Purdue, bring your I-20 that was issued by Purdue, previous I-20, passport, I-94 card, and the interonal student transfer form to the Office of International Students and Scholars. That office then will process your F-1 transfer to Purdue.

International Students entering from within the U.S.

Sincerely

Head, Department of **

(or other faculty/staff member with fiscal authority.)

Attachment: Terms and Conditions of Employment of All Graduate Students at Purdue University

⁶ The difference between the genernational service fee assessed full-time students and the differential fee to students in the College of Engineering, Department of Agricultural and Biological Engineering, Doctor of Audiology , Master of Business Administration, Master of Science (Human Resources), and Master of Science in Industrial Administration (excluding Executive or Community Master's Programs) is also the responsibility of the student (i.e., this differential fee is not remittable). The offer letter should specify the actual amount that a student in these programs will pay after fee remission.

BUSINESS OFFICE CHECKLIST FOR NEW GRADUATE STAFF

Obtain information from department head, departmental graduate office, and/or department schedule deputy regarding new graduate student staff.

Check the following for each new graduate staff member:

- Student is registered for at least 3 credit hours of graduate-level course and/or research work.
- Student is enrolled in a degree or teacher license program.
- Pay is within approved monthly salary rates.
- Primary appointment is .25, .50, .75, or 1.00 FTE.
- If student has fellowship appointment, note any restrictions on employment.
- If student is employed in another department, information is obtained and included on Payroll Change.
- If student is assigned additional duties requiring an increase in FTE, ensure that increased FTE is added to existing positions of .50 FTE or greater.
- If student is international, appointment is not greater than .50 FTE, per J1 or F1 employment restrictions.

On First Day of Work have employee complete the following forms:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> U.S. Citizen or Resident Alien <ul style="list-style-type: none"> <input type="checkbox"/> Form I-9 Employment Eligibility Verification <input type="checkbox"/> Form W-4 Employee's Withholding Allowance Certificate (Federal) <input type="checkbox"/> Form WH-4 Employee's Withholding Exemption and County Residence Certificate (Indiana) <input type="checkbox"/> HRS Form 13 Employee Information Form <input type="checkbox"/> Graduate Staff Insurance Packet | <ul style="list-style-type: none"> <input type="checkbox"/> International Student <ul style="list-style-type: none"> <input type="checkbox"/> Form I-9 Employment Eligibility Verification <input type="checkbox"/> HRS Form 13 Employee Information Form <input type="checkbox"/> Graduate Staff Insurance Packet <input type="checkbox"/> Instructions to see Tax Administrator (International) in Payroll to complete tax forms (contact Tax Administrator for available times) |
|---|---|

Additional Forms or Information that can be given to employee:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Bus.Ofc. Form 0003 Direct Deposit <input type="checkbox"/> Payroll Deduction Form(s); incl. PEFCU, Savings Bonds <input type="checkbox"/> List of Paydates | <ul style="list-style-type: none"> <input type="checkbox"/> Form PP SS-P 18 Parking Permit application, along with Form PP-SS-PF 22 Student A or B Parking Permit Application <input type="checkbox"/> Bus.Ofc. Form 52 Certificate of Residence <input type="checkbox"/> Information on How and When to Obtain Social Security Number |
|--|--|

Disposition of Forms:

- I-9
- W-4, WH-4, other tax forms.....
- HRS Form 13
- Direct Deposit, payroll deductions.....
- Special Enrollment Form for Adding Dependents or Opting out

Send to:

- I-9 Clerk/Human Resource Services/FREH
- Tax Administrator/Taxes/FREH
- Hold and attach to Payroll Change form
- Deductions Clerk/Payroll/FREH
- Grad. Staff Insurance Clerk/Human Resource Services/FREH

Prepare Payroll Change Form 10 immediately (or as soon as possible), making sure that:

- Academic-Year Basis or Fiscal-Year Basis are checked in Section (1).
- Social Security # and Name match Form 13.
- Effective Date/Termination Date match FY or AY calendar.
- Termination Date is indicated.
- Proposed Title and % of Full Time in Section (6) matches proposed status on payroll change.
- Proposed Status has:
 - Correct department #.
 - Period rate and FTE within Grad. School Guidelines.
 - Correct annual rate (period rate x 10 or 12; no cents).
 - Correct full-time rate based on period rate and FTE.
 - Correct position code.
- If there is a change in normal pay, the calculations are correct.
- Date I-9 sent to Human Resource Services indicated in Section (18).

No later than 8 days prior to date for final acceptance of advance copies of Payroll Change in Payroll:

- Have payroll change signed and dated by authorized individual.
- Make departmental copies.
- Send Payroll Change Advance Copy to Payroll Administrator/Payroll/FREH.
- Attach HRS Form 13 to Payroll Change form.
- Send Payroll Change without Advance Copy to Human Resource Services (or College/School Business Office).

BUSINESS OFFICE CHECKLIST FOR CONTINUING GRADUATE STAFF

Obtain information from the head of the graduate program, graduate program office, and/or department schedule deputy regarding continuing graduate student staff.

Check the following for each **continuing** graduate staff member:

- I-9 eligibility is current according to PAIS or PATP.
- Student is registered for at least 3 credit hours of course and/or research work.
- Student is enrolled in a degree or teacher license program.
- Pay is within approved monthly salary rates.
- Primary appointment is .25, .50, .75, or 1.00 FTE.
- If student has fellowship appointment, note any restrictions on employment.
- If student is employed in another department, information is obtained and included on Payroll Change.
- If student is assigned additional duties requiring an increase in FTE, ensure that increased FTE is added to existing positions of .50 FTE or greater.
- If student is international, appointment is not greater than .50 FTE, per J1 or F1 employment restrictions.

On or Before **First Day of Work**

- Make sure employee is given **Graduate Staff Insurance Packet**, if eligibility is affected by any change in appointment.

Prepare **Payroll Change Form 10** immediately (or as soon as possible), making sure that:

- Social Security # and Name match payroll system (PATP).
- Effective Date/Termination Date match FY or AY calendar.
- Termination Date is indicated.
- Present Title and % of Full Time in Section (6) matches personnel system (PEDB).
- Proposed Title and % of Full Time in Section (6) matches proposed status on payroll change.
- Present Status matches payroll system (PATP) information that has been approved previously.
- Proposed Status has:
 - Correct department #.
 - Period rate and FTE within Grad. School Guidelines.
 - Correct annual rate (period rate x 10 or 12; no cents).
 - Correct full-time rate based on period rate and FTE.
 - Correct position code.
- If there is a change in normal pay, the calculations are correct.

No later than **8 days prior to date** for final acceptance of advance copies of Payroll Change in Payroll:

- Have payroll change signed and dated by authorized individual.
- Make departmental copies.
- Send Payroll Change Advance Copy to Payroll Administrator/Payroll/FREH.
- Send Payroll Change without Advance Copy to Human Resource Services (or College/School Business Office).

The Purdue University Graduate School

WEST LAFAYETTE

CALUMET, FORT WAYNE, INDIANAPOLIS, NORTH CENTRAL

For further information, contact:

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Young Hall, Room 170

302 Wood Street

West Lafayette, IN 47907-2108

Telephone: (765) 494-2600

Email: gradinfo@purdue.edu

Purdue University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce.

June 2005