

PURDUE UNIVERSITY

Graduate Staff Employment Manual

March 2012

Last Updated February 2013

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PREFACE

Nearly thirty percent of all Purdue (West Lafayette campus) employees are graduate students. During the 2012 – 2013 academic year, 4,723 graduate staff served as Graduate Research Assistants, Graduate Teaching Assistants, Graduate Lecturers, and Graduate Administrative/Professionals, making enormous contributions to the University and preparing for myriad academic and professional careers.¹

The *Graduate Staff Employment Manual* is designed to serve as a resource to graduate students, their supervisors, and anyone else involved in making graduate staff appointments. Updated by a group from Human Resources and the Graduate School, this manual documents current policies and practices related to the employment of graduate staff members. While every effort has been made to provide a manual that addresses a broad range of situations and questions, please feel free to direct inquiries to Associate Dean Tom Atkinson (tatkinson@purdue.edu; 49-40245). As updates are made, they will be incorporated into the Web version of this manual, available at <http://www.gradschool.purdue.edu/faculty/publications.cfm>. Other key policy documents, including *Policies and Procedures for Administering Graduate Student Programs* and *Graduate School Fellowship Manual*, are available at this site as well.

I encourage graduate students, faculty, and staff to become familiar with the policies, guidelines, and benefits which are outlined in the following pages and hope that this updated *Graduate Staff Employment Manual* enables you to carry-out your responsibilities in an informed and efficient manner.

Sincerely



Mark J.T. Smith
Dean of the Graduate School, and
Michael J. and Katherine R. Birck Professor of Electrical and Computer Engineering

¹ See http://www.purdue.edu/datadigest/faculty/fac_detail.html

INTRODUCTION

This manual is published to give current, new, and prospective graduate staff members, faculty and those who administer employment procedures, a convenient reference of useful information about graduate 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 editions 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 the 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 the 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 staff 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.

GENERAL POLICIES

NONDISCRIMINATION POLICY STATEMENT

Purdue University is committed to maintaining a community which 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, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a 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 Purdue's Equal Opportunity, Equal Access and Affirmative Action policy 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 veterans through its affirmative action program.

POLICY ON AMOROUS RELATIONSHIPS

Purdue University's Policy regarding romantic or sexual relationships between supervisors and subordinates and students and faculty members, graduate teaching assistants, or any other employee who has educational responsibility over the student became effective on January 1, 2009.² The policy is posted at http://www.purdue.edu/policies/pages/human_resources/iv_7_1.html.

² As summarized in *Inside Purdue*, January 2009

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 staff members should not be expected by faculty or staff members to perform work (paid or unpaid) not connected to their graduate staff appointments. Evaluation of graduate staff members should be based only on their academic and research performance.

Graduate staff members with concerns about their workplace environment may contact the Office of Institutional Equity, the Graduate School, Human Resources, or the Office of the Dean of Students.

Refer to the University's policy on *Anti-Harassment (III.3.I)* found at http://www.purdue.edu/policies/pages/ethics/x_2_1.shtml and *Procedures for Resolving Complaints of Discrimination and Harassment* issued by the Vice President for Ethics and Compliance, found at <http://www.purdue.edu/ethics/resolvingcomplaints.html>.

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 President for Research.

More information related to policy on research misconduct may be found in the *Policy on Research Misconduct (VIII.3.111)* at http://www.purdue.edu/policies/pages/teach_res_outreach/viii_3_1.html or at <http://www.gradschool.purdue.edu/RCR/>.

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 staff employment is subject to the University's policy on Intellectual Property (currently set forth in Policy VIII.4.1). 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 Policy VIII.4.1.)

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.

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 a *Reportable Outside Activity Form* (6/2011).

For additional information and the University's policy on this topic, refer to *Individual Financial Conflicts of Interest* (University Policy X.2.3.) and *Conflicts of Commitment and Reportable Outside Activities* (University Policy X.2.4.) These may be found at http://www.purdue.edu/policies/pages/ethics/x_2_3.shtml and http://www.purdue.edu/policies/pages/ethics/x_2_4.shtml.

EMPLOYMENT POLICIES AND GUIDELINES

GRADUATE EMPLOYMENT VS. FELLOWSHIP

The University makes assistantships and fellowships available as one form of financial aid to support graduate study. Employment is incidental 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 modest salary. These students are considered employees and are subject to the policies and procedures outlined in this manual.³

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 staff member requires that a *Personnel Action (PA) Form*, *Employee Information Form (Form 13)* and *Self-Identification Compliance Form (SICF Form)* be processed by the departmental business office. The PA form includes all the appointment information, as well as the appropriate approvals, and is used by Payroll Services to enter the appointment into the payroll system.

Continuing graduate staff appointments can be processed via the graduate reappointment system at the beginning of the fiscal year, 7/1/xx, for fiscal year appointments and at the beginning of the fall semester, 8/xx/xx, for academic year appointments. Continuing appointments, as well as any other changes in appointments, also can be implemented by processing a *Personnel Action (PA) Form*. Note that a *Personnel Action 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 an application used to create a mass pay change process to supplement the existing PA form paper procedures with update and approval capabilities. The web-based reappointment listing consists of monthly paid graduate staff. Graduate fellowships are excluded from the reappointment process. The graduate reappointment system is used two times each year to update and continue current appointments and to terminate non-continuing appointments. Employment actions processed online via the graduate reappointment system do

³ While the University considers graduate staff who provide services to be employees for most purposes, graduate staff are not subject to certain federal laws governing the employer-employee relationship.

not require processing a *Personnel Action (PA)* form. Two times each year, the system can be accessed on the web at <https://www2.itap.purdue.edu/onepurdue/reapp>. The data available in July for fiscal year staff will reflect the current payroll information and in August for academic year staff reflecting the current academic payroll information.

Note that certain actions cannot be processed via the graduate reappointment system. A communication from Human Resources-Payroll Services is sent prior to each processing time to explain specific update capabilities and current effective dates.

EMPLOYMENT AUDITS

A series of audits take place within Human Resources, Payroll Services, appropriate business and other University 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 post-audit routine). All audits are exercised for the purpose of assuring that a 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. Graduate staff appointment in excess of 25.00 CUL in combination with fellowship should be performed at the departmental level.

B. Employment Eligibility Audits

1. I-9 verification process
2. Citizenship status of alien authorized to work greater than 50.00 CUL
3. E-Verify

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, *General Terms and Conditions of Employment of All Graduate Students at Purdue*, 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, CUL, 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. For graduate students admitted to begin during the Fall semester, 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.
10. Background check policy?

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 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*.)

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 eligibility is the responsibility of the hiring department. The employee must complete Section 1 of the U.S. Citizenship and Immigration Services' electronic Form I-9, *Employment Eligibility Verification* process. To access the electronic form, visit the Purdue University payroll site at www.purdue.edu/Payroll. Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. After completing Section 1, you will be provided with a list of acceptable documents. U.S. citizens and aliens authorized to work should be prepared to present appropriate documentation to the employing department business office on your first day of employment. (See *Executive Memorandum No. C-11* for further information.)
2. 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 completed the ISS Notification of Intent (NOI), has provided 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.
3. 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 the ISS Notification of Intent. By completing the Notification of Intent, 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 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 Students and Scholars 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, *Admission/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. A student transferring to the West Lafayette campus from any other U.S. institution must not begin working on the West Lafayette campus until they have received their SEVIS Compliant form from the West Lafayette Office of International Students and Scholars.

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 student (i.e., classroom, laboratory, tutoring). The program: 1) certifies the oral English proficiency of graduate teaching assistants whose first language is not English; 2) provides oral English proficiency screening services to all departments employing non-native English-speaking graduate teaching assistants; 3) offers English as a second language instruction to prospective graduate 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 graduate teaching assistants have the language competency necessary for effective communication in the Purdue University 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 STAFF CLASSIFICATIONS

- A. There are five 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 may have primary responsibility for a course, a recitation section, or a laboratory section. A Graduate Teaching Assistant may serve as a tutor or 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 10000-level. Appointment to this category 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 a doctoral candidate; the graduate student is enrolled in 69900 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 are assigned to a graduate student staff member fall within the purview of a Graduate Administrative/Professional. For example, a Graduate Administrative/Professional may have responsibilities in Libraries, 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 staff who have academic counseling responsibilities should be classified, also, as Graduate Administrative/Professionals. Graduate Administrative/Professionals are permitted in academic areas.
 4. **Graduate Research Assistants:** A Graduate Research Assistant performs duties related to a research project or program under the guidance and direction of 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, and need not work for his/her own department.
 5. **Graduate Aide:** Graduate staff at Purdue's Calumet, Fort Wayne, and North Central campuses.
- B. 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 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 graduate student using an hourly paid student classification. Students employed on this type of classification are not eligible for any of the benefits connected 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 non-exempt classification. In most situations this is not appropriate.

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 Senior Vice President for Business Services and Assistant Treasurer 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/her dissertation is deposited with the Thesis/Dissertation Office. The postdoctoral appointment may begin the day following deposit of the dissertation. 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, 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.)
- C. For graduate staff appointed on an academic year basis, employment will begin on the seventh calendar day preceding the first day of classes of the semester and end on commencement day. (See the section on EMPLOYEE BENEFITS for information on vacation periods for academic year staff.) For payroll purposes, the sessions 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 or until work authorization expires, whichever comes first.
 - 2. The spring semester begins the seventh calendar day preceding the first day of classes in the second semester and ends on commencement day or until work authorization expires.
 - 3. The summer session is divided into three modules. The first module begins the day following the Spring Commencement. Summer appointments are based on actual days worked.
- D. For graduate staff appointed on an academic year basis, there is no limit to the number of days the student may work during the summer period.

ALLOWABLE CUL

- A. The primary appointment for a graduate student shall be 25.00, 50.00, 75.00, or 100.00 CUL. Unless a graduate staff appointment of at least 50.00 CUL is held, no graduate staff appointment of less than 25.00 CUL may be made. 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. Appointments beyond 50.00 CUL, to a maximum of 100.00 CUL, may be made. However, additional appointments must be at least 8.00 CUL.
- C. When classes are in session, F-1 and J-1 international students are limited by law to working a total of twenty (20) hours per week (i.e., 50.00 CUL). The twenty-hour limit applies to all appointments including a combination of monthly and biweekly appointments. (See *Executive Memorandum C-11*.)
- D. All appointments require that services be performed at the CUL 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 school establishes graduate staff salaries appropriate for its graduate programs following the minimum salary requirements. Adjustments for merit and/or increased responsibility may be made by 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 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 \$64,000 (\$32,000 at 50.00 CUL) are required to receive prior approval by the Graduate School. There are three exceptions to this policy:
 - 1. Salaries that exceed the full-time fiscal year rate of \$75,000 (\$37,500 at 50.00 CUL) for graduate staff in the College of Pharmacy and the College 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 \$95,000 (\$47,500 at 50.00 CUL) 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.
3. Appointments to the Graduate Lecturer position that exceed the full-time fiscal rate of \$70,000 (\$35,000 at 50.00 CUL) require prior approval by the Graduate School.

The salary levels requiring prior approval will be reviewed periodically to assure the requirements remain reasonable and continue to meet the needs of the academic units while maintaining appropriate oversight by the Graduate School.

EMPLOYMENT BY PURDUE EXTENDED CAMPUS

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

Purdue Extended Campus appointments that cause the graduate staff member's total appointment to exceed 100.00 CUL (i.e., overload) are discouraged and must be approved by the dean of the Graduate School. An *Employment Certification—Extra Duty (Business Office Form 57)* must be processed for all Purdue Extended Campus appointments regardless of CUL. As a reminder, F-1 and J-1 international students may not work more than 50.00 CUL at anytime during the Fall and Spring semesters when classes are in session. (See Employment Audits.)

CHANGE OF DUTY STATION

If a graduate staff member is engaged in a project that requires him/her 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. He/she should submit a request, with the approval of the major professor, head of the graduate program, and college 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 and Leave Action for Sabbatical, Research/Instructional/Engagement Leave, Outside Activity Leave, or Change in Duty Station (RLA Form)*. (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 staff 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 staff member 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 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 staff. The source of that information is from payroll documents and an *Employee Information Form (Form 13)* or Employee Self Service on the OnePurdue portal. Changes in University records for personal information such as name, address, and telephone number can be changed by completing the *Employee Information Form* or through Employee Self Service on the One Purdue portal (available in departmental business offices).

PAYROLL PROCEDURES

PAYROLL PROCEDURES

Immediately upon employment, all new or rehired employees must complete Section 1 of the U.S. Citizenship and Immigration Services' electronic Form I-9, *Employment Eligibility Verification*. To access the electronic form, visit the Purdue University payroll site at www.purdue.edu/Payroll. Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. Additional employment forms to complete are *Employee Information (Form 13)*, *Self-Identification Compliance Form (SICF Form)*, *Employee's Withholding Allowance Certificate (Form WH-4)*, *Employee's Withholding Exemption and County Status Certificate (Form WH-4)*, and *Direct Deposit Application (Business Office Form 0003)*. The Social Security Number should be recorded on all payroll forms. If the employee has no number, application must be made in person at the Social Security Office. If the employees' citizenship status is alien authorized to work, additional forms created in the Glacier tax system also need to be submitted. Below are the steps to set-up the Glacier record:

- Log into GLACIER Online Tax to set up an account for the employee. You will need his/her first and last name, email address, (this does not have to be his/her Purdue email address) and payment type (i.e. monthly, biweekly etc.).
- Instruct the employee to go into Glacier, complete his/her record, print Glacier tax summary report and required documents and bring those to the Business office of the employing department.
- The tax summary will notify the Business Office about which forms to collect and to make copies of appropriate immigration documents.

For most graduate staff appointments, salary payments are distributed on the last working day of each month. Pay dates for fiscal year and academic year paid staff follow the Payroll calendar which can be viewed through the following website: www.purdue.edu/business/payroll/Calendars/.

Employees are paid via automatic direct deposit (i.e. 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.

A direct deposit notice of net pay and a detailed earning statement will be available through Employee Self Service (ESS) by clicking on the 'OnePurdue Portal' link found on the Purdue University home page. For assistance with ESS, click on the 'Help' link with the portal and then the 'ESS' link under the "Finance & HR Systems Self-Help FAQ" section on the "Help with OnePurdue Systems" page. For help creating a bookmark for the Purdue University Web site or to read why we no longer include links in emails, log in to the OnePurdue portal and click on the help links on the home page. Direct deposit notices will indicate applicable tax deductions, benefits program premiums, and other miscellaneous deductions.

SALARY ADVANCE FOR GRADUATE STAFF (West Lafayette Campus Only)

New graduate staff requesting 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 staff appointments by processing a *Personnel Action (PA) Form*, *Employee Information (Form 13)*, *Self-Identification Compliance Form (SICF Form)*, *Employee's Withholding Allowance Certificate (Form W-4)*, *Employee's Withholding Exemption and County Status Certificate (Form WH-4)* and *Direct Deposit Application (Business Office Form 0003)*. The PA form will include citizenship status and case verification number (CVN) from the U.S. Citizenship and Immigration Services' electronic Form I-9, *Employment Eligibility Verification*.

Continuing graduate staff appointments are reviewed at the beginning of the fiscal year and the beginning of the fall semester via the Graduate Reappointment System. Continuing appointments or other changes in appointments can also be implemented by processing a *Personnel Action (PA) Form*. Refer to the business@purdue.edu process for additional information.

TAXES

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

INTERNATIONAL TAX AND TREATIES

When the employee indicates on the *Employment Eligibility Verification (Form I-9)* that he/she is an "alien authorized to work in the United States," the hiring department should create a Glacier account for the employee. Once the employee has completed the account, the hiring department should collect the printed and signed Glacier paperwork and gather copies of the required immigration documents. These documents must be sent to the Tax Department for processing. Any questions may be directed to the Tax Department. If an employee has questions that need to be addressed in person, the Tax Department office hours are 1:00 – 4:00 p.m. Monday through Friday.

A determination will be made through the Glacier system 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 are listed below:

- Personnel Action (PA) Form* – Completed by the hiring department. Includes citizenship status and case verification number (CVN) from the electronic I-9 service for Employment Eligibility Verification
- Employee Information Form (Form 13)*
- Self-Identification Compliance Form (SICF Form)*
- Direct Deposit Form (Business Office Form 0003)*
- Employee's Withholding Allowance Certificate (Form W-4)*
- Employee's Withholding Exemption and County Residence Certificate (Form WH-4)*
- Glacier Tax Summary and appropriate immigration documents (if applicable).*
- E-Verify*

EMPLOYEE BENEFITS⁴

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 Staff Remission

Graduate 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 obligation to pay full tuition and fees and requires the student to pay the graduate staff fee each session. [Tuition and fee rates for students enrolled in the College of Engineering, College of Technology, School 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 an additional differential fee.] The graduate staff fee and differential fee for these programs 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 should submit the *Request for Graduate Appointment Fee Remission*; located at www.purdue.edu/bursar/forms.html in advance of each session before the student registers for classes.

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 applicable fees will be assessed for the semester or summer session.

If a graduate student begins employment during the first six weeks of a fall or spring semester or by July 1 of summer, they are entitled to the graduate staff fee and eligible for remission.

⁴ 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.

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. Graduate programs should notify (in writing) Ms. Glenda Smith in the Bursar's Office of graduate students who comply with the Graduate School memorandum from T. P. Adler on "Summer Tuition and Fee Waivers for Teaching Assistants" <http://www.purdue.edu/bursar/forms.html>.

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. (Refer to Graduate School memorandum from T. P. Adler on "Summer Tuition and Fee Waivers for Teaching Assistants" <http://www.purdue.edu/bursar/forms/html>.)

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 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 Tax Office. For any other information concerning tuition and fee remissions, contact the Bursar's Office.

LEAVES OF ABSENCE

All leaves of absence greater than 22 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.⁵ To obtain approval, a *Request for Absence from Campus (Form 33 ABSENCE)* must be processed. All other leaves require approval by the appropriate vice president/dean or designee, on the same form (*Form 33ABSENCE*). Questions regarding leaves of absence should be directed to Human Resources, Employee Relations.

Fiscal year graduate staff, employed at least half-time, may qualify for unpaid Leaves of Absence (and retain Graduate Staff Medical Insurance) during the Summer (only) when their graduate program enables them to hold an off-campus internship, participate in Study Abroad, or engage in other academic or professional development activities (not part of their graduate staff employment.) Graduate staff members who receive approval for a leave of absence via a *Request for Absence from Campus (Form 33ABSENCE)* will continue to receive Graduate Staff Medical Insurance coverage, without interruption. Upon the graduate student's return to the graduate staff position in the Fall semester, the summer health insurance premiums will be deducted from the student's pay. If the graduate student does not return, the insurance will be cancelled back to the separation date. For more details, please contact Staff Benefits at 765.494.4768.

⁵ The number of hours in a workday is associated with the CUL of the appointment held.

A. Vacation and Holidays

1. Academic-Year Staff: Graduate 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 the graduate 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 *Form 33 ABSENCE*.

Graduate staff employed on a fiscal-year basis terminating their employment with the University will neither be paid for any unused vacation allowance nor will their appointments be extended to cover any unused vacation.

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

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

The vacation policy for graduate staff employees is detailed in *Executive Memorandum C-31* (academic and fiscal year).

B. Leave

1. Sick Leave: All benefits-eligible graduate staff are eligible for two weeks (10 working days) of paid sick leave for illness within a twelve-month period. "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.
 - a. 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 work-weeks 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 the FMLA, graduate 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 Resources, FMLA Coordinator or by accessing *University Policy IV.10.1* at the following Web site: www.purdue.edu/hr/pdf/FMLARequestAndNotice.pdf.

C. Illness in Family

Graduate 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 *Form 33 ABSENCE*.

D. Bereavement Leave

Graduate 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 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 staff who are members of the Indiana National Guard, or members of the reserve components or retired personnel of the naval, air, or ground forces of the United States, 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.

G. Paid Parental leave Policy

Since October 1, 2008, Purdue University has provided Paid Parental Leave to benefits-eligible employees, including graduate staff. To qualify, graduate staff must have been employed by the University for at least one continuous year (12 months), half-time or more, in a benefits-eligible position. Based on full-time employment, birth mothers may receive up to 240 hours; other eligible employees who become parents may receive up to 120 hours of Paid Parental Leave. The University provides Paid Parental Leave during the first 12 months following birth or adoption. If the need for Paid Parental Leave is foreseeable, an Eligible Employee must give his or her supervisor at least 30 calendar days advanced notice of the need for leave, or as soon as is practical. (This information comes from *Human Resources IV.10.3*, which may be assessed at www.purdue.edu/policies/human-resources/vie3.html). Questions regarding Paid Parental Leave Policy should be directed to Human Resources.

MEDICAL INSURANCE

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

Graduate staff who are employed half-time or more are eligible for participation in the University-subsidized Graduate Student Staff Health Plan. (Note: Fellowship recipients are not eligible for this plan but have their own plan option.) Eligible graduate staff members will receive benefits packets from their business office. To obtain coverage, graduate staff members should follow the directions appropriate to their citizenship on the Graduate Staff Benefits website, <http://www.purdue.edu/hr/audience/gradstaff.html>. Eligible graduate staff members who enroll in the plan will have deductions taken automatically from their pay. Coverage is continuous, including the summer, as long as the graduate staff member is employed in an eligible position. For policies about maintaining graduate staff health insurance while on Leaves of Absence, please see page 24.

The plan is designed to meet University guidelines for insurance coverage for international graduate staff. Internationals who wish to waiver coverage in this plan must show proof of other appropriate coverage. Additional information pertaining to this process can be found at <http://www.purdue.edu/push/insurance/international/funded/index.shtml>.

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

Graduate students enrolled full-time who have paid their tuition and fees are eligible to receive many PUSH services at no additional charge. For more information, see <https://www.purdue.edu/push/>.

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.

VOLUNTARY BENEFITS

Benefits-eligible graduate staff members, like other Purdue employees, are able to purchase optional insurance coverage and legal services through companies that have been vetted by the University. Although the University does not subsidize these programs, the University enables payment for the premiums via payroll deduction and enables employees to receive group rates. For more information on legal services, dental insurance, guaranteed university life insurance, and home, auto, and other property casualty insurance, please see <http://www.purdue.edu/hr/Benefits/voluntary.html>.

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 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/her medical expenses be paid. Claims are filed through Human Resources, Staff Benefits.

D. Graduate Staff 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, go to <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

APPENDIX A

EXECUTIVE MEMORANDA OR POLICY

	<u>Title</u>	<u>Current Issue Date</u>
B-4	Political Activities	May 5, 1972
C-11	Immigration Reform and Control Act of 1986	March 1, 1994
C-18	Compensation Polices for University Staff Members Participating in Continuing Education Activities	April 1, 1991
C-26	Employment period for Academic-Year Staff	March 30, 1998
C-31	Vacation Policy for Graduate Student Employees	December 15, 1993
C-46	Revised and new Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative/Professional Staff	January 1, 1999
IV.8.1	Grievance Policy for Administrative/Professional and Clerical/Service Staff	January 1, 2011
IV.10.1	Family and Medical Leave Act (FMLA)	April 19, 2010
IV.10.2	Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative, Professional, Clerical, and Service Staff.	August 1, 2006
VIII.3.1	Policy on Research Misconduct	October 1, 2008
VIII.4.1	Intellectual Property	May 18, 2007
VIII.7.1	Faculty Grievances	January 19, 2011
X.2.1	Anti-Harassment	July 1, 2011
X.2.2	Equal Opportunity, Equal Access and Affirmative Action	May 27, 2011
X.2.3	Individual Financial Conflicts of Interest	July 1, 2011
X.2.4	Conflicts of Commitment and Reportable Outside Activities	July 1, 2011

OTHER REFERENCE DOCUMENTS

Calendar of Paydates

Graduate Staff Salaries: Graduate School Prior Approval Requirements

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

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 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

Reappointment User Documentation

Procedures for Graduate Reappointment – Business@Purdue

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

APPENDIX B

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 staff 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 Staff Employment Manual*. Copies of applicable pages are available from heads of graduate programs or departmental business offices. All staff members, including graduate staff employees, are expected 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 staff employment is conditional upon performance of the work assigned and/or satisfactory academic progress. The employment of any graduate staff member 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, however, these terms and conditions may not be in conflict with the contents of this manual.

PURDUE UNIVERSITY GRADUATE STAFF APPOINTMENTS AND MINIMUM SALARIES

APPENDIX C

Graduate Staff Appointment Categories

Graduate Lecturer: The responsibilities of the Graduate Lecturer are similar to those of the Graduate Teaching Assistant but at a more senior level. Appointment to this category is based on demonstrated excellence in teaching as a Graduate Teaching Assistant and is made at the discretion of a department head or in a manner consistent with the governance of a particular academic unit. For more information, see “Policies” for Graduate Staff” (Number 3) below.

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 section of a course, a recitation section, or a laboratory section. A Graduate Teaching Assistant might serve as a tutor or provide assistance to a faculty member with such tasks as grading papers, preparing hand-outs, placing materials on the Web, or assisting in clinical or extension education assignments.

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.

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 a library, a development office, Intercollegiate Athletics, or the Office of the Dean of Students that are unrelated to the instruction of students in a course. Graduate Staff with athletic coaching or academic advising responsibilities should be classified as Graduate Administrative/Professionals. Graduate Administrative/Professionals are permitted in academic areas.

Graduate Aide: Graduate staff at Purdue’s Calumet (PUC), Fort Wayne (PFW), or North Central (PNC) campuses.

Minimum Salaries Per Appointment Level (2012-2013)

Position Title	ACADEMIC				FISCAL YEAR			
	25.00 CUL	50.00 CUL	75.00 CUL	100.00 CUL	25.00 CUL	50.00 CUL	75.00 CUL	100.00 CUL
Graduate Lecturer	\$7,242	\$14,484	\$21,726	\$28,968	\$8,690	\$17,380	\$26,070	\$34,760
Graduate Teaching Assistant	\$6,595	\$13,190	\$19,785	\$26,380	\$7,914	\$15,828	\$23,742	\$31,656
Graduate Research Assistant	\$6,595	\$13,190	\$19,785	\$26,380	\$7,914	\$15,828	\$23,742	\$31,656
Graduate Administrative/ Professional	\$6,595	\$13,190	\$19,785	\$26,380	\$7,914	\$15,828	\$23,742	\$31,656
Graduate Aide (Used at PUC, PFW, and PNC only.)	\$4,468	\$8,936	\$13,404	\$17,872	\$5,362	\$10,724	\$16,086	\$21,448

1. Policies for graduate staff and degree and registration requirements for all graduate students are outlined below.
2. All appointments require that services be performed at the Capacity Utilization Level (CUL) specified.
3. Unless a graduate staff appointment of at least 50.00 CUL is held, no graduate staff appointment of less than 25.00 CUL may be made. Two 25.00 CUL staff appointments are permitted.
4. A combination of appointments is possible. Appointments beyond 50.00 CUL, to a maximum of 100.00 CUL, may be made, however, additional graduate staff appointments must be at least 8.00 CUL.
5. Graduate Aide appointments may be made only at PUC, PFW, and PNC.
6. Each college will establish graduate staff salaries appropriate for their departments within the limits established by this document. Salaries of continuing appointees will be reviewed annually. Adjustments for merit and/or increased responsibilities may be made by the department head.
7. University-wide salary levels will be reviewed periodically and revised as necessary
8. Exceptions must be approved by the dean of the Graduate School.

POLICIES FOR GRADUATE STAFF

APPENDIX D

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.) When appropriate, graduate staff may register for “Examination Only” or “Degree Only.” For more information, see *Policies and Procedures for Administering Graduate Student Programs* (Section V-G-2.)
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. 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 69900, 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 10000 level.
4. Exceptions must be approved by the dean of the Graduate School.

DEGREE AND REGISTRATION REQUIRMENTS FOR ALL GRADUATE STUDENTS

In fulfilling degree requirements, a maximum of 18 credit hours (from one or more institutions) will be allowed from any one semester. A maximum of 9 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements.

The total number of hours of academic credit used to satisfy degree requirements consist of all graduate course credit hours with a grad of C- or better (B- or better for 30000- or 40000- 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.

SAMPLE OFFER LETTER APPENDIX E

Date*

Dear**

I am pleased to be able to offer you a half-time graduate (insert one: research, teaching, graduate administrative/professional, graduate lecturer) assistantship in this department for the (current fiscal or academic) year. The assistantship is, of course, contingent upon 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/administrative/professional work performance.

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

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

The assistantship provides a salary of (insert monthly salary here) per month or (insert annual salary here) for a (academic or fiscal year) period, along with a remission of all but a portion of tuition and fees (insert graduate staff fee per semester). The dates of your appointment are August (date and year), through May (date and year).

NOTE: Include this paragraph ONLY if appointment is *half-time or more and at least one semester*

Since your appointment is half-time or more for at least a semester, you will be eligible for participation in the University Graduate Student Staff Health Plan. You may also enroll your spouse and dependents in the plan within 30 days of becoming insured by completing the online enrollment form at www.SRStudentCenter.com/Purdue. If you wish to waive participation in the plan you must complete the online opt-out form at www.SRStudentCenter.com/Purdue.

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 *U.S. citizens or resident aliens*:

This offer is contingent upon your eligibility to work in the United States. Prior to your first day of work, you must complete Section 1 of the U.S. Citizenship and Immigration Services' electronic Form I-9, Employment Eligibility Verification. To access the electronic form, visit the Purdue University payroll site at www.purdue.edu/Payroll. Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. After completing Section 1, you will be provided a list of acceptable documents. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department on your first day of employment.

International Students entering from foreign countries:

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 DS-2019) 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, admission conditions met, and you have shown proof of sufficient financial resources to attend Purdue.

International Students entering from within the U.S.:

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 DS-2019), issued by the Office of International Students and Scholars at Purdue. If you are on a J-1 visa, take the DS-2019 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 DS-2019 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 international student transfer form to the Office of International Students and Scholars. That office then will process your F-1 transfer to Purdue.

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

BUSINESS OFFICE CHECKLIST FOR NEW/CONTINUING GRADUATE STAFF APPENDIX F

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

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

- Student is registered for at least three credit hours of graduate-level course and/or research work.
- Student is enrolled in a graduate degree or teacher license program
- Pay is within approved monthly salary rates.
- Primary appointment is 25.00, 50.00, 75.00, or 100.00 CUL.
- If student has fellowship appointment, note any restrictions on employment.
- If student is employed in another department, information is obtained and included on Personnel Action (PA) Form.
- If student is assigned additional duties requiring an increase in CUL, ensure that increased CUL is added to existing positions of 50.00 CUL or greater.
- If student is an F-1 or J-1 international, appointment is not greater than 50.00 CUL.

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

U.S. Citizen or Resident Alien

- Form 13* Employee Information Form
- SICF* Self Identification Compliance Form
- Electronic *Form I-9* Employment Eligibility Verification
- Form W-4* Employee's Withholding Allowance
- Form WH-4* Employee's Withholding Exemption and County Residence Certificate (Indiana)
- Bus Ofc Form 0003* Direct Deposit Application
- E-Verify
- Graduate Staff Insurance Packet

International Student

- Form 13* Employee Information Form
- SICF* Self Identification Compliance Form
- Electronic *Form I-9* Employment Eligibility Verification
- Instructions to see International Tax Administrator in the Tax Department to complete tax forms
- Bus Ofc Form 0003 Direct Deposit Application
- Graduate Staff Insurance Packet
- E-Verify

Additional Forms or Information that can be given to the employee:

- List of Pay Dates
- Form PP SS-P 18* Parking Permit application, along with Form PP-SS-PF 22 student A or B Parking Permit application
- Payroll Form 52* Certificate of Residence

Review the following **Business@Purdue.edu** process documentation for step-by-step procedures:

New Hire/Rehire-Graduate Staff
 Add Additional Appointment – Graduate Staff
 Change in Pay – Graduate Staff
 Transfer – Graduate Staff
 End Additional Appointment – Graduate Staff
 Separation – Graduate Staff
 Reappointment Process – Graduate Staff

The Purdue University Graduate School

WEST LAFAYETTE
CALUMET, FORT WAYNE, INDIANAPOLIS, NORTH CENTRAL

For further information, contact:

The Purdue University Graduate School

Young Hall, Room 170

155 S. Grant Street

West Lafayette, IN 47907-2114

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.

December 2012