

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5016

Graduate Assistants

Page 1 of 1

BOARD POLICY

Each College shall provide procedures for recruitment, academic admission, hiring, training, and evaluating Graduate Assistants. Graduate Assistants are students employed in non-ranked faculty positions or professional staff positions in accordance with Board Policy 5010. Students are not eligible for Graduate Assistantship employment unless during each semester of their appointment, they are enrolled in a graduate program and courses at the College of which at least one course is a three (3) credit graduate level course. Graduate Assistantships are not eligible for insurance or other employment benefits provided to full-time employees. Graduate Assistantship tuition remissions (waivers) are addressed in Board Policy 3400.

Persons appointed as Graduate Assistants shall hold a special appointment as specified in Board Policy 5014. Employment terms including an hourly rate of pay and/or tuition remission (waiver) arrangements shall be noted in the Graduate Assistant's employment contract. In addition, each employment contract shall specify how many hours can be worked, noting weekly limits. No more than one thousand four hundred fifty-six (1,456) hours may be worked during a twelve (12) month calendar year period.

The terms of the employment contract must ensure compliance with federal and/or state minimum wage and overtime requirements. For purposes of ensuring minimum wage compliance, total compensation for a Graduate Assistant shall include wages earned according to the hourly rate of pay and the monetary value of any applicable tuition remission (waiver).

Policy Adopted: 6/5/93
Policy Revised: 11/11/95
Policy Revised: 4/25/14
Policy Revised: 3/18/16