

**BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES**  
**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

---

---

*ACTION:* **First and Final Round Approval of Revisions to Board Policy 5016; Graduate Assistants**

---

Policy 5016 is being revised to expand enrollment for graduate assistants to any State College, rather than just the College they serve.

The System Office recommends approval of the Revisions to Board Policy 5016; Graduate Assistants.

**ATTACHMENTS:**

- Revisions to Board Policy 5016 (PDF)

# Board of Trustees of the Nebraska State Colleges

## Personnel

POLICY  
NAME: Graduate Assistants

POLICY  
NUMBER: 5016

---

### A. PURPOSE

To establish policies and procedures regarding Graduate Assistants at the State Colleges.

### B. DEFINITIONS

1. **Graduate Assistant:** Student employed in a non-ranked faculty position or professional staff position in accordance with Board Policy 5010.

### C. POLICY

#### 1. Eligibility and Conditions

- 1.1. Each College shall provide procedures for recruitment, academic admission, hiring, training, and evaluating Graduate Assistants.
- 1.2. 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 one of the Nebraska State Colleges, of which at least one course is a three (3) credit graduate level course.
- 1.3. Graduate Assistantships are not eligible for insurance or other employment benefits provided to full-time employees.
- 1.4. Graduate Assistantship tuition remissions (waivers) are addressed in Board Policy 3400.

#### 2. Employment Terms

- 2.1. Persons appointed as Graduate Assistants shall hold a special appointment as specified in Board Policy 5014.
- 2.2. Employment terms including an hourly rate of pay and/or tuition remission (waiver) arrangements shall be noted in the Graduate Assistant's employment contract.
- 2.3. Each employment contract shall specify how many hours can be worked, noting weekly limits.

- 2.4. No more than one thousand four hundred fifty-six (1,456) hours may be worked during a twelve (12) month calendar year period.
- 2.5. Terms of the employment contract must ensure compliance with federal and/or state minimum wage and overtime requirements.
- 2.6. 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).

---

**SOURCE:**

**Policy Adopted:** June 1993

**Policy Revised:** November 1995, April 2014, March 2016, [January 2022](#)