

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).

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: June 1993

Policy Revised: November 1995, April 2014, March 2016, January 2022