

Malheur State University

College of Administration

A Guide to Policies and Procedures

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Eligibility

To be eligible to be ~~as a Graduate Assistant at VSU, you must comply with the~~

GA Hiring

Process

To be eligible for a graduate assistantship, you must have been admitted to VCU as a degree-seeking graduate student. If you are currently in a "probationary" status, you may be eligible in limited circumstances.



Application Portal

Once admitted to a graduate program, you will be able to apply for graduate assistant positions through the [Application Portal](#). Newly accepted students must wait a minimum of 24 hours after acceptance before having access to apply through the portal.

Departments have access to applications in the portal and will review applications, decide who to interview, and to whom to offer an assistantship. Assistantships are limited and may not be available in all departments. Other types of financial aid.

Criminal Background Check

Upon accepting a graduate assistantship, the student will receive an email from **Accurate Background Check Services** with a link and directions to submit your information. You must login and provide your information within 14 days of your acceptance. Please be aware that it could take up to 10 business days to return the background check results.

Students may *not* begin working as Graduate Assistant until the background check has been returned and the onboarding process is fully complete. The Graduate Assistant may only begin working on the date noted on the **Appointment Form**.

Onboarding Paperwork

Once the onboarding paperwork is completed, you will then receive an email from Equifax to complete the majority of your onboarding. The I-9 and Security Questionnaire portion of the onboarding paperwork requires notarization. These forms can be notarized in person by the Administrative at the Graduate School.

Orientation

You will receive directions by email to set up your Direct Deposit in OneUSG and to complete the virtual GA orientation in a course. All new Graduate Assistants are required to complete a virtual employment orientation. The orientation will cover the topics below:

- Basic information concerning Assistantships
- Maintaining Graduate Assistant eligibility
- Customer Service Excellence
- University Compliance Training Modules
- Graduate Assistant Resources

Hires

Graduate Assistants hired after the hiring deadline in the Fall will receive their first stipend payment in February. The maximum hours to be worked will be pro-rated.

Summer Employment

Assistantships are available in the Summer but are separate from the Academic Year. The student must be hired as a student assistant.

Congratulations and  to the **VSU** family!!

Your New Employer

As an employee of VSU, there are rights, responsibilities, and principles that apply.

Mission Statement

VSU's academic and administrative programs exist to meet the needs of the state and to provide a high quality education for its students. The University is committed to providing a high quality education for its students and to providing a high quality education for its students. Therefore, the University is committed to providing a high quality education for its students and to providing a high quality education for its students.

Equal Opportunity Employer

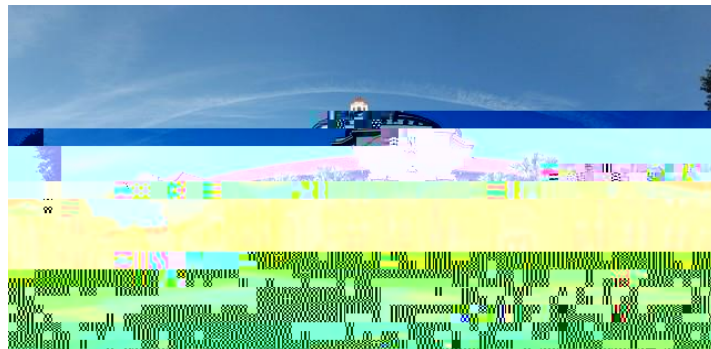
VSU is an equal opportunity employer and is committed to providing a high quality education for its students. The University is committed to providing a high quality education for its students and to providing a high quality education for its students. No individual shall be discriminated against on the basis of race, color, sex, age, physical handicap, or National origin.

[Human Resources](#) is a resource for more information about these rights. The contact information is:

Human Resources
Employee Matters
University Center Entrance 5,
229.333.5463

Compliance with Disabilities Act (ADA)

VSU is governed by the Board of Regents of the University System of Georgia, which prohibits the University from discriminating on the basis of disability. VSU is committed to complying with the laws and regulations of the Americans with Disabilities Act. For more information, call 229.333.5463 or email hr@vsu.edu.



[Redacted]

As a graduate assistant, you must maintain a cumulative 3.0 GPA. Graduate assistants whose cumulative grade point average

1	1	422.3563	377.04	156.84	72.48
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[Redacted]

As a Graduate Assistant, you must register for and earn credit for six (6) semester hours of graduate course work each semester in which you hold the assistantship.

[Redacted]

Follow these guidelines to prevent pressure on yourself concerning access to research data.

- Do not let friends or family access your work or that research on name or research data.
- Do not use online access or paper files for any purpose other than to perform functions assigned by your supervisor.
- Report to your supervisor anyone's attempt to gain unauthorized access to information.

Drug-Free Workplace Policy

VSU is a Drug-Free Workplace. The Drug-Free Workplace Act of 1988 requires federal contractors and subcontractors to maintain a drug-free workplace for its faculty and staff.

The unlawful use of controlled substances, possession, or use of illegal substances on VSU campus is prohibited. VSU is a Drug-Free Workplace. The Drug-Free Workplace Act of 1988 requires federal contractors and subcontractors to maintain a drug-free workplace for its faculty and staff. Said penalty may include suspension or termination of employment.

For more information, consult the complete VSU [Drug-Free Workplace Policy](#).

Email Policy

According to Georgia state law, email information is defined as a public record. Emails created or received are subject to the public records law and open for inspection.

Unrelated to Position

Graduate Assistants may not perform work unrelated to their job description. Examples include: working on projects for a supervisor's non-graduate students, or other duties that are not part of the job description. Such activities are not part of the work environment and paid for with personal funds.

Use of Office

Personal use of office space is prohibited. Office space is provided for the assigned tasks of the Graduate Assistant's position.

Prohibition of Sexual Harassment

Sexual harassment is not tolerated at VSU. If you are being sexually harassed or have concerns, contact the [Human Resources](#).

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive to create a hostile or offensive work environment. Sexual harassment can be physical,

and/or psychological in nature. Employees are prohibited from harassing others regardless of whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during work hours.

The range of sexual harassment include:

1. Remarks of a sexual nature.
2. Unwanted advances, propositions or other sexual comments.
3. Requests for sexual favors or sexual conduct in exchange for sexual conduct.
4. Sexually graphic comments about

Work Hours

Maximum Hours

The maximum number of hours Graduate Assistants are to work each semester is noted in the position description. The actual number of hours graduate assistants may work each week is flexible. Graduate Assistants may work more hours some weeks and fewer hours other weeks during the semester as needed.

The term of the GA contract is generally 16 weeks each Fall and Spring semester beginning the Monday in which classes start. If a Graduate Assistant (e.g., in Athletics) has a position that requires training or other activities prior to the start of the semester, the GA is to coordinate with their supervisor to flex their time during the rest of the semester.

Affordable Care Act Limitation

The Affordable Care Act (ACA) requires that Graduate Assistants not exceed a total of 1,200 hours worked in a 12-month period. If a Graduate Assistant works more than 1,200 hours, they must work the remainder of that calendar year.

Bringing Time Worked

Graduate Assistants must report all hours worked in OneUSG. The graduate assistant's supervisor must approve the

released. Pay stubs and W-2s are mailed to the graduate assistant's home address.

Work Schedule

Graduate assistants need to coordinate the hours worked each week with their supervisor. Inform your supervisor in advance if you need to take time off or change your schedule for any reason. Some Graduate Assistants will have a position that requires working holidays and/or breaks (e.g., in Athletics, etc.).

The same coordination on weekly time worked will be needed. Otherwise, GAs have holidays and breaks off.



If you know in advance that you will be late to or absent from work, it is your responsibility to notify your supervisor. If something unexpected happens that supervisor when you expect to be back to work.

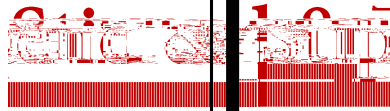
Working More Than One Job

Graduate Assistant responsibilities include holding a second job position for any other position with the university or organization. While it is possible to work off-campus, it is not advisable, due to priority on successful academic progress.

Rest Periods/Breaks

Graduate Assistant who work consecutive hours are entitled to a scheduled 7-minute break/rest period. -the-clock,





Waiver

Graduate Assistant Stipend

Graduate Assistant stipends are paid for five months in the Spring semester (January through May) or will be pro-rated. Stipends are paid through direct deposit which is set up in OneUSG by the during the onboarding process.

Minimum Stipend Amount

		Academic Year	
Categories		14-Hour	19-Hour
Administrative GA		\$4,500/yr \$2,250/sem	\$6,000/yr \$3,000/sem
Teaching Assistant		\$4,500/yr \$2,250/sem	\$6,000/yr \$3,000/sem
Lab Assistant		\$5,160/yr \$2,580/sem	\$7,000/yr \$3,500/sem
Research Assistant		\$5,160/yr \$2,580/sem	\$7,000/yr \$3,500/sem
Instructor of Record		\$6,000/yr \$3,000/sem	\$8,000/yr \$4,000/sem

		Summary	
Categories		14-	19-

Taxes

All earnings are subject to state and federal income tax regulations. Retirement benefits are not withheld from stipends of Graduate Assistants.

OverTime

Graduate Assistants are not compensated for work during the period of the assistantship. Should a GA engage in on-campus work outside of their assigned duties in Graduate Assistantship, the Graduate School must approve of the Supplemental Pay prior to the

Mandatory Expenses

Graduate Assistants are responsible to pay _____ (e.g. institutional fee, technology fee, athletic fee, etc.) in addition living expenses and textbooks. Graduate Assistants may also be charged for health insurance.

Mandatory Student Health Insurance Program

Graduate Assistants are required to have

Health Insurance (MHI) unless the student is covered by a policy held by a parent, spouse or employer, or if the policy does not meet the minimum standards. If the GA is not covered by a policy that meets the minimum standards, the GA must submit a waiver for the MHI. The waiver form is available on the Graduate School website. The GA must submit the waiver online at the [MHI Waiver Portal](#) by clicking on the "Waiver" link.

Graduate Assistants must reapply each term.

Tuition Waiver

Tuition is reduced in the following manner for in-state, out-of-state, and out-of-country students:

- **Fall and Spring semesters** – tuition waiver is applicable after the payment of the first \$380 of tuition each semester and covers up to 9 credit hours for "9-hour" GA positions and up to 9 credit hours for "14-hour" GA positions. Any additional credit hours taken will be charged to the student at the in-state rate.
- **Summer semester** – tuition waiver is applicable after the payment of the first \$380 of tuition and covers up to 9 credit hours for "9-hour" GA positions and up to 9 credit hours for "14-hour" GA positions. Any additional credit hours taken will be charged to the student at the in-state rate.

The waiver form is signed by the

Evaluations & Grievances

Evaluations

The performance review is an integral part of every employment position. Evaluations are a tool to:

- contribute to the Graduate Assistant's professional development;
- provide feedback to the Supervisor how to improve the experience; and
- strengthen the overall employment environment.

The performance of Graduate Assistants in their assigned responsibilities is expected to be of the highest quality throughout the term of the appointment. It is the responsibility of the Supervisor to monitor the work quality and to verify that the required work hours are fulfilled each semester.

Graduate Assistant's performance is to be evaluated at least once a year. Evaluations are based on the GA's dependability, completion of job expectations, attitude, initiative, leadership, quality of work, and related skills. The supervisor's evaluation of the GA is to be submitted to Graduate Student Services Coordinator and the GA's evaluation of the GA experience is to be submitted to Graduate Student Services Coordinator.

Disciplinary Action

Appropriate disciplinary action will result from the following behaviors by Graduate Assistants:

- Excessive tardiness
- Absenteeism
- Sloppy or unclean appearance
- Carelessness or lack of attention to work performance
- Impoliteness to fellow employees, students or the public

Sanctions may be levied against a Graduate Assistant who is found guilty of an offense. The offense subject to discipline will follow the following actions:

- Ø First occurrence – verbal warning
- Ø Second occurrence – written reprimand
- Ø Third occurrence



Withdrawal

Resignation

A Graduate Assistant wishing to or needing to resign from their graduate assistantship prior to the end of the contract must submit a letter of resignation to their faculty supervisor. A two-week notice is generally considered appropriate and you should be notified by email to notify your Supervisor in writing at least two weeks in advance of the last day of your employment. If you are unable to give your two-week notice, it is advised that you consult with your Supervisor as soon as you know that you cannot fulfill the remainder of your contract.

Termination for Non-Compliance

Graduate Assistants must maintain a 3.0 cumulative GPA for all graduate level coursework (including grades for any courses transferred into the program of study) to be eligible for re-enrollment. If the GPA falls below 3.0, the assistantship will be terminated. Since the priority is for the Graduate Assistant to succeed in meeting the requirements that graduate students must have a 3.0 to graduate, the assistantship is terminated so that the graduate student can focus on succeeding in their degree program. Graduate Assistants whose GPA drops below 3.0 will have one semester probation to bring their GPA back up to a 3.0.

Termination for Cause

A Graduate Assistant's employment may be immediately terminated for the following reasons:

- Sexual harassment or harassment of any kind.
- Insubordination.

Other Financial Aid Opportunities

Federal Work-Study

[Federal Work-Study](#) is a federally funded program that allows eligible students to work part-time job on campus or off-campus. To be eligible for this program, students must be enrolled in a degree program, have a minimum 2.0 GPA, and demonstrate financial need. Students must also be U.S. citizens or permanent residents. Students must apply for Federal Student Aid (FAFSA) and demonstrate financial need are eligible.

Student Assistant Program

On-campus work opportunities are available through [Work-Study](#) or apply for positions through [Blazer Briefcase](#).

Tuition Assistance Program (TAP)

[TAP](#) is an employee supplemental education assistance program that fosters professional growth and provides financial support for tuition. Employees can take up to 9 credit hours per semester upon approval.

Other Employment

There are many off-campus part-time [JOBS](#) program. There are opportunities for all industries.

