

2012-2013

Assistantship Information

This information does not apply to Graduate Student Hourly

DATES: for TA's and TO's: AY 9/2/12 to 5/25/13 (38 weeks)
Fall 9/2/12 to 1/12/13 (19 weeks)
Spring 1/13/13 to 5/25/13 (19 weeks)

All other appointments may run any # of weeks between 5/27/12 to 5/25/13
International students may work up to 40 hours per week during intersession, 12/15/12 to 1/19/13 and from June through August.

PARTICIPATION AGREEMENT –One time only; must be on file with the Graduate Assistantship Office prior to the approval of the first Graduate Assistantship from. Print at : http://amherst.cvip-umass.net/_pdfs/student.pdf

Campus minimum hourly rate \$21.25 per hour

Minimum Earnings for Tuition and Curriculum Fee Waiver:

*Summer 12	\$2,975.00
Fall 12	\$4,037.50
Spring 13	\$4,037.50
AY 12-13 (Fall and Spr)	\$8,075.00

Summer 12 Earnings between May 27, 2012 and September 1, 2012 that are in excess of \$2,975 will be applied towards calculating tuition and Curriculum Fee waivers for the Fall 2012 and Spring 2013 semesters.

*Note: Summer waivers are applied towards the per credit enrollment of thesis or dissertation. They do not waive Continuing Education Registration Fees.

HEALTH BENEFITS: (WORKING GRADUATE ASSISTANTSHIPS ONLY)

All qualified earnings between **May 27, 2012 and May 25, 2013** will be used to calculate Health Plan exemptions for the AY 12-13.

- **\$4037.50** 95% exemption of the Basic Health Plan for that semester, 90% exemption of the Family Plan for that semester and a 95% exemption for Fall and Spring Student Health Insurance Plan (SHIP.)
- **\$8075.00** 95% exemption of the Basic Health Plan for Fall and Spring, 90% exemption of the Family Plan for Fall and Spring semester and a 95% exemption for Fall and Spring Student Health Insurance Plan (SHIP.)

Health Plans run: Fall Plan Aug 1 to Jan. 31 Spring Plan Feb. 1 to July 31

Students who register for less than 5 credits or pay the Continuous Enrollment Fee are not automatically enrolled for Health Insurance and must **contact UHS directly for enrollment information.**

DENTAL and VISION BENEFITS: (working Graduate Assistantships only)

Graduate student employees who earn at least \$4,037.50 in a GEO-eligible position are eligible to receive 6 months of dental and vision benefits; those who earn at least \$8,075 are eligible for 12 months of benefits. The benefit plan year is Nov. 1- Oct. 31; six months of benefits run from Nov. 1 through Apr. 30; and May 1 through Oct. 31. Electronic enrollment will begin on 9/18/2012 for the plan year 2012 – 2013 from the Health & Welfare website (www.hwtrust.geouaw.org). This website includes a complete list of plan benefits, eligibility guidelines and enrollment procedures. Low-cost/free family plan benefits are also available. Contact the Health & Welfare Benefits Administrator for more information: uawdental@external.umass.edu.

VACATION AND OTHER TIME OFF (pro rated if less or more than 1 FTE)

➤ **Vacation** = 1 day per month

Example: For a 20 hour per week appointment, vacation time equals 4 hours per month. You can use the multiplier .0473 times the total number of hours to determine Vacation time. TAs and TOs must take vacation time during Winter break or Spring break unless agreement is reached with department head that an alternative schedule would be acceptable. RA's and other graduate student employees may take vacation at any time, provided they obtain prior written approval from the supervisor. Vacation leave cannot be carried over beyond the contract period in which is earned.

➤ **Additional Time (For religious observances, personal leave, illness)** = 24 hrs. per semester for a FTE (fulltime) position or 17 hrs per 14-week summer session. For the academic year use the multiplier .063 times the total number of hours to determine Additional time during the semester. *Example:* For a 20 hr per week appointment, Additional Time equals: 20 hrs x 19 wk. x .063 = 24 hours/semester. For the summer session, use the multiplier .061 times the total number of hours to determine Additional Time during the summer. *Example:* 20 hr per week appointment during the summer, Additional Time equals: 20 hrs x 14 wk x .061 = 17 hours/summer. Additional Time cannot be carried over beyond the academic year or summer session in which it is earned.

HOLIDAYS: TAs and TOs who normally work on a day when the University is closed due to a holiday shall not be required to work on that day and shall receive pay for that day. However, when class days are switched (e.g. Monday is on a Wednesday) workdays will be switched as well. RAs and other graduate student employees who are required by their supervisor to work on a University holiday shall receive compensatory time off unless such requirement is part of the graduate student employee's job description. The following days are considered holidays:

New Year's Day	Washington's Birthday	Memorial Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day	Christmas Day
Martin Luther King Day	Patriot's Day	Independence Day	

CHARGES TO FUNDING ACCOUNT

The rates for FY 13 have not yet been determined. Please check back.

FY 12 Rates:

CURRICULUM FEE - FOR PROPOSALS SUBMITTED between 7/1/2008 to 6/30/2012

\$7,820.40. per FTE or **\$10.29 per hour** - capped at one FTE per appointment per grant or trust fund account and is applicable from the first Sunday in September through the last Saturday in May. (Not subject to Indirect Cost Charges, and are not applicable to appointments on state, GOF and RTF accounts.) *Example:* 20 hrs x 19 wk. = 380 hrs (FTE = .50) 380 x \$10.29 = \$3,910.20

For help calculating the Curriculum Fee and fringe cost go to <http://www.umass.edu/research/training/graduate-student-fringe-and-curriculum-fee-calculator> and choose Graduate Student Fringe and Curriculum Fee Calculator

FICA - 1.45% of total earnings

Both EMPLOYER and EMPLOYEE pay 1.45% of total earnings when a student is working 40 hours per week, pays a Continuous Enrollment Fee or enrolls from 1-5 credits without certification of half/full time status.

HEALTH CHARGE-BACK - Effective July 1, 2011

\$3,974.80 per FTE or \$5.23 per hour *Example:* 20 hrs x 19 wk. = 380 hrs (FTE = .50) 380 hrs x \$5.23 = \$1,987.40

Health and Welfare Fund

\$13.50 per week per FTE or \$ 0.675 per hour