

SUPERVISOR FAQ SHEET

☞ What is a GA?

- ☞ The University has three classifications:
 1. GA – hourly (office personnel)
 2. GTA – exempt (coaching or educational based)
 3. GRA – exempt (doctorate student)

☞ How many hours can they work?

- ☞ Based on the stipend. (Need to comply with min wage law)
 - ☞ \$8k – 20-30 hours per week
 - ☞ \$6k – 15-25 hours per week
 - ☞ \$4k – 10-20 hours per week

☞ Can I split my GA position to hire two at a lower rate?

- ☞ This will need CFO approval as this effects other budget lines (Tuition budget, meal benefit budgets, etc).
- ☞ If you are granted approval, please remember with the reduction in pay comes the reduction in hours.

☞ This is my budget's money, why can't I do with it as I would like?

- ☞ Actually it is NOT your budget. Money is held in a separate GA line.
- ☞ To move money from the GA budget line to any department line requires PRIOR approval from the CFO.

☞ When does the program start?

- ☞ With the University budget year. July 1 – June 30.

☞ How is compensation paid?

- ☞ All GRA/GTA's are paid monthly.
- ☞ Monthly rates are calculated on 1/12 of the stipend allotted.
- ☞ Compensation is granted for each month the GA works.

☞ What if my GA starts later than July or ends early?

- ☞ GA stipends are calculated on 1/12 of the budget amount. Should the GA not work in a given month, the stipend is not paid.
- ☞ Education benefits begin when the employee starts work. (Unless otherwise discussed with HR Director.

☞ Why are the GA positions awarded only on a Year by Year basis?

- ☞ Right now it is SOLEY based on the budget. We can not guarantee that the money will be available for multi-year awards.

- ☞ Each GA is told this upon hire. They are also told that returning GA's are given priority as long as they are in good academic standing and their performance has been satisfactory.

☞ Why do I need to complete a REQ to Hire for a position I already have?

- ☞ **No GA position is guaranteed year to year.** Right now those granted positions are based SOLELY on the budget. We can not guarantee that the money will be available for multi-year awards.
- ☞ Sr. Staff's decision to grant positions is based on the budget. As a group they review all GA positions and look to see how each position will best help our students and the University as a whole.
- ☞ In the handbook it says that I have until January 1 to complete my REQ but you said in our orientation I needed to complete these by December 1, why?
 - ☞ Historically I have to chase supervisors to get this information. Many supervisors are not available during the first few weeks of the year and I need to turn in my report of requested positions to Senior Staff on time.
- ☞ If I do not have the REQ's by January 1 I am going to assume that the supervisor no longer wishes to have a GA. I can no longer 'chase' supervisors for paperwork.
- ☞ Each GA is told that their appointment, upon hire, is for one year at a time and is subject to renewal based on budget funding. They are also told that returning GA's are given priority as long as they are in good academic standing and their performance has been satisfactory.

☞ What is the GA reflection paper all about?

- ☞ As this program is employment and education based, we are looking to see what we can do to improve our programming both educationally as well as the employment process.

☞ Can the GA do homework when they are working?

- ☞ No. The position was granted because your department needed assistance in getting the work done.
- ☞ Please remember that other departments requested a position due to additional work load, were denied a GA.