



**MEMORANDUM**

TO: President John Thrasher  
Provost Sally McRorie  
Vice President Amy Hecht  
Vice President Janet Kistner  
Vice President Gary Ostrander  
Interim Vice President Andy Jhanji  
Deans, Directors, Department Heads, & HR Representatives

FROM: Renisha Gibbs, Associate Vice President and Finance & Administration Chief of Staff  
Michael Lake, Chief Budget Officer, University Budgets  
Mark Riley, Dean, The Graduate School

THRU: Kyle C. Clark, Vice President for Finance & Administration

SUBJECT: 2020-2021 Graduate Assistant Bonus and Contract Updates

DATE: December 3, 2020

This memorandum reflects provisions and instructions pertaining to the administration of the 2020-2021 FSU/BOT and United Faculty of Florida-Florida State University-Graduate Assistant United Collective Bargaining Agreement (CBA), which was ratified by UFF-FSU-GAU on November 24, 2020.

**Competitive Pay Adjustment (Effective November 27, 2020)**

- For Fiscal Year 2020-2021, each eligible graduate assistant with at least a 0.50 FTE appointment will receive a one-time, non-recurring performance bonus in the amount of \$750, less applicable taxes and deductions. Each eligible graduate assistant with an appointment between 0.25 FTE and 0.49 FTE will receive a one-time, non-recurring performance bonus in the amount of \$375, less applicable taxes and deductions. The bonuses are effective November 27, 2020, and will be reflected in the paycheck on December 18, 2020.
- Graduate assistants with multiple appointments will receive a bonus according to the FTE for each appointment for a maximum of \$750 per individual graduate assistant. Graduate assistants must be employed by FSU and be in active payroll status on the effective date of the bonus in order to be eligible.
- No action is needed by the department/program to implement the bonus.

**Health Insurance Subsidy**

- The University has increased the total amount provided to graduate assistants for health insurance subsidies for the 2020-2021 academic year. Graduate assistants are eligible to receive health insurance subsidies if they have first enrolled in the qualifying insurance policy offered by the Health and Wellness Center and have a qualifying appointment.

- To qualify, graduate assistants must be employed from at least the first day of classes through the last day of finals in a given semester on at least a 0.25 FTE appointment. Additionally, the graduate assistant must be enrolled for at least 9 credit hours during the fall and spring semesters.
- Domestic student health insurance subsidy amounts:
  - \$2,191/year for graduate assistants on at least a 0.50 FTE appointment for fall and spring
  - \$1,541/year for graduate assistants on at least a 0.25 FTE appointment for fall and spring
  - \$1,741/year for graduate assistants on at least a 0.25 FTE appointment for either the fall or spring and on a 0.50 FTE appointment for the other semester
- International student health insurance subsidy amounts:
  - \$2,228/year for graduate assistants on at least a 0.50 FTE appointment for fall and spring
  - \$1,578/year for graduate assistants on at least a 0.25 FTE appointment for fall and spring
  - \$1,778/year for graduate assistants on a least a 0.25 FTE appointment for either the fall or spring and on a 0.50 FTE appointment for the other semester

### **Funding for the Bonus and Health Insurance Subsidy Increases**

**E&G Funded Employees.** The bonus and subsidy increase for these employees (OMNI fund codes 110, 121, 210 and 211) will be funded by the University.

**E&G Carryforward Funded Employees.** The bonus and subsidy increase for these employees (OMNI fund codes 126, 140, 240 and 241) will be funded from the department's Carryforward resources.

**Non-E&G Funded Employees.** Eligible graduate assistants whose stipends/subsidy are funded from auxiliary, student activities, technology fee, and other non-E&G funds should receive the bonus and subsidy increase, provided resources are available within said funds. Departments should work with their colleges to identify resources on any non-E&G budgets that will not have said funds for the bonus/subsidy increase.

Contract and grant funded graduate assistants should receive the bonus and subsidy increase. However, if the PI of the grant does not have adequate funds or if the bonus is not permitted by the terms of the contract/grant, they should work with the department/colleges to identify alternate funding. Colleges should contact Jenn Garye at [jgarye@fsu.edu](mailto:jgarye@fsu.edu) in the Office of Research, no later than December 9, 2020, if alternate funding is not identified for C&G funded graduate assistants.

### **Other Contract Updates**

#### **Conflicts of Interest**

- The University added language that graduate assistants may not serve in a direct teaching or supervisory role for students who are relatives, as defined in Article 19. In rare cases, and only when no other viable option exists, an exception may be requested in writing for review and approval by the Graduate School and the Provost.

### **Appointments and Terminations**

The University agreed to updates to Article 2, Appointments and Terminations, to include the following:

- Appointments on a semester basis must have a minimum appointment period of the first day of classes through the last day of finals (as outlined in the academic calendar).

- If unforeseen or exceptional circumstances arise, a limited appointment may be for less than the minimum appointment period outlined above. In this case, the department shall provide an explanation to the Office of Human Resources, who will review and approve the appointment.
- Departments requiring advanced preparation of graduate assistant assignments before the first day of classes, such as course development, planning or preparation, required training (including PIE), or pre-semester meetings, shall establish the start date of the appointment to provide a reasonable length of time to accomplish this work. Additionally, for assignments that require grading duties, departments shall continue the appointment period through the grade submission deadline.
- Where practicable, graduate assistants who are appointed in both the fall and spring semesters should have a continuous appointment, and departments should prioritize issuing such appointments before appointing graduate assistants for an individual semester.
- All appointment curtailments, diminishments, or terminations require prior approval by the Office of Human Resources and the Graduate School.

Other reminders on appointments:

Appointment letters are required for every graduate assistant appointment, including all re-appointments. Article 2, Appointments and Terminations, of the CBA requires the following:

- Appointments may not exceed one calendar year.
- Notice of Appointments: Programs must issue appointment letters in a timely manner according to the following schedule:
  - A. Fall/Spring Appointments: At least 30 days before the first day of classes.
  - B. Summer Appointments: At least 21 days before the start of the applicable summer term.

Should you have any questions, please contact Renisha Gibbs or Rebecca Peterson.

Thank you.

RG/rp

Cc: Jane Livingston  
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