GRADUATE ASSISTANT EMPLOYMENT AGREEMENT 2019-2020

THIS AGREEMENT is between FLORIDA INTERNATIONAL UNIVERSITY (FIU) and the Graduate Assistant temporary Employee (print EMPLOYEE Name) _____ (Panther ID)_____, and is subject to the following terms and special conditions: The **EMPLOYEE(RA/TA/GA)** will be employed in one of the following categories checked below. The Employee must be fully admitted to a graduate degree program, and be under the supervision of an appropriate faculty member. Some positions may require special qualifications such as completion of a specified number of graduate credit hours or a master's degree or specialization in an appropriate area of research. **Please check one category and see below the conditions of employment agreement.**

[ ] Graduate Research Assistant - Class Code 9182 A Graduate Research Assistant shall be a degree seeking graduate student who performs research duties related to his or her academic program. The RA will perform general duties related to research, documentation, experimentation, interviews and other activities that support the academic endeavor of the supervising faculty. For some positions assigned to this class, special qualifications may be added to the minimum such as completion of a specified number of graduate credit hours or a master's degree or specialization in an appropriate area of research.

[ ] Graduate Teaching Assistant - Class Code 9184 A Graduate Teaching Assistant shall be a degree seeking graduate student who assists a faculty member with a teaching assignment. The duties may include, but are not limited to, preparing lectures, grading assignments, researching class topics and substituting for Faculty of Record on select class days. A Graduate Teaching Assistant who is the Instructor of Record must have completed 18 graduate credit hours in the subject area and perform teaching duties related to his or her academic program.

[ ] Graduate Assistant - Class Code 9185 Graduate Assistants shall be degree seeking graduate students who assist in the teaching and/or research function, but do not have primary responsibility for teaching and/or research. The duties may include those outlined in either the teaching or research classifications as well as other duties assigned that relate to his or her academic program. Graduate Assistant should be used only when neither GTA nor GRA is appropriate.

CONDITIONS OF EMPLOYMENT AGREEMENT:

- **EMPLOYEE agrees NOT to accept employment outside of FIU.**
- **EMPLOYEE must NOT accept an appointment which individually or collectively exceeds 0.50 FTE (20 hours per week) without *prior* petition approval by the Dean of the University Graduate School.**
- **Appointment is contingent upon full-time enrollment (9 graduate credits in Fall and Spring; 6 graduate credits in Summer) and satisfactory academic and work performance (GPA of 3.0 or higher).**
- **Doctoral students who will be candidates in the Summer (with D2 or D2/D3, depending on program requirements, approved before the Summer term) must register for 3 dissertation credits only. The tuition waiver will only cover the 3 credits unless they are in their last graduating semester and need more than the 3 credits to meet the program's requirements.**
- **Employment is terminated at the end of session. No further notice of cessation of employment is required. Employment may be terminated at any time if performance is unsatisfactory.**

Insurance Coverage – An EMPLOYEE holding an appointment of **20 hours per week** for the full term will be automatically enrolled in the University's subsidized health insurance program. The employee portion (25%) of the total premium will be deducted from his/her paycheck as detailed in the chart below.

	Fall Premium		Spring Premium		Summer Premium		
Length of GA Contract	Total	6 Paycheck Deductions	Total	6 Paycheck Deductions	Total	6 Paycheck Deductions	Coverage Period
Full Academic Year	$196.00	$32.66	$204.25	$34.04	$191.50	$31.92	Annual contract dates
Fall only	$196.00	$32.66	-	-	-	-	Fall contract dates
Spring only	-	-	$204.25	$34.04	N/A	N/A	Spring contract dates
Summer only	-	-	-	-	$191.50	$31.92	Summer contract dates

By signing this Employment Agreement, the EMPLOYEE approves the payroll deductions described above. To opt out of this health plan and avoid these deductions, the EMPLOYEE must log in to www.gallagherstudent.com/FIU and submit the information required (step-by-step instructions on how to do this can be found on the "Frequently Asked Questions- Graduate Assistants" guide). The deadline is September 17, 2019.

Tuition Waiver - An EMPLOYEE holding an appointment of 20 hours per week (0.5 FTE) for the full term will have the tuition matriculation fee paid by the University as part of this employment agreement. The Employee is still responsible, however, for additional charges per credit of $73.97* for continuing students (admitted before Fall 2006) or of $75.69* for new students (admitted on or after Fall 2006) along with the standard semester fees (detailed on the GA summary chart). Laboratory, on-line, and other special fees must be added to this total. Below is an example for a typical semester.

Continuing Students (Admitted before Fall 2006)
9 credit hours at $73.97 per credit fees $665.73
Semester Fees-health,athletic&parking $198.93*
Total Cost per Term $864.66**

New Students (Admitted on or after Fall 2006)
9 credit hours at $75.69 per credit fees $681.21
Semester Fees-health,athletic&parking $198.93*
Total Cost per Term $880.14**

* Subject to BOG approval and add Photo ID $10 (applicable to all students during Fall term) **Add a $35 orientation fee for new students enrolling for the first term.

CANCELLATIONS-EMPLOYEES whose contracts are canceled within an active semester will have their tuition waiver benefits reversed. Any resulting tuition charges will be the responsibility of the EMPLOYEE.

Employee Signature Date

Division/Department Head Date

Employee Panther ID

Grant Principal Investigator (if applicable) Date