

# **PURDUE UNIVERSITY**

## **Graduate Staff Employment Manual**

**Last Updated August 2018**

**Watch for additional changes, scheduled to become effective  
January 1, 2019, to be added later during Fall 2018**

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## PREFACE

Nearly thirty percent of all Purdue (West Lafayette campus) employees are graduate students. During the 2017-2018 academic year, 4,954 graduate staff served as Graduate Research Assistants, Graduate Teaching Assistants, Graduate Lecturers, and Graduate Administrative/Professionals, making enormous contributions to the University and preparing for myriad academic and professional careers.<sup>1</sup> In addition, Purdue Fort Wayne and Purdue Northwest employed 95 and 192 graduate staff, respectively, during the same period.

The *Graduate Staff Employment Manual* is designed to serve as a resource to graduate students, their supervisors, and anyone else involved in making graduate staff appointments. Updated by a group from the Human Resources, International Programs, Office of the Vice President for Ethics and Compliance, Office of Financial Planning and Analysis, Office of Payroll and Tax Services, Business Managers, and the Graduate School, this manual documents current policies and practices related to the employment of graduate staff members. While every effort has been made to provide a manual that addresses a broad range of situations and questions, please feel free to direct inquiries to the following:

- **Purdue Fort Wayne** – Associate Vice Chancellor for Academic Programs and Director of Graduate Studies Carol Sternberger ([carol.sternberger@pfw.edu](mailto:carol.sternberger@pfw.edu); 260-481-5798)
- **Purdue Northwest** – Director of Graduate Studies Joy Colwell ([colwell@pnw.edu](mailto:colwell@pnw.edu); 219-989-2257)
- **Purdue West Lafayette** - Associate Dean Tom Atkinson ([tatkinso@purdue.edu](mailto:tatkinso@purdue.edu); 765-494-2600)

As updates are made, they will be incorporated into the [Web version of this manual](#). Other key policy documents, including *Policies and Procedures for Administering Graduate Student Programs* and *Graduate School Fellowship Manual*, are available at this site as well.

I encourage graduate students, faculty, and staff to become familiar with the policies, guidelines, and benefits which are outlined in the following pages and hope that this updated *Graduate Staff Employment Manual* enables you to carry-out your responsibilities in an informed and efficient manner.

Sincerely

Linda J. Mason  
Dean of the Graduate School and Professor of Entomology

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<sup>1</sup> See [http://www.purdue.edu/datadigest/faculty/fac\\_detail.html](http://www.purdue.edu/datadigest/faculty/fac_detail.html)

## INTRODUCTION

This manual is published to give current, new, and prospective graduate staff members, faculty, and those who administer employment procedures, a convenient reference of useful information about graduate staff employment. It is, however, only a guide. The official policies and procedures of the University will govern the subjects discussed. This manual supersedes prior editions of the *Graduate Student Employment Manual* and does not create an express or implied contract or guarantee of employment for any term. This manual provides information regarding graduate student employment policies, compensation, benefits, use of University facilities and services, appointment procedures, and general payroll information.

The information contained in the manual is subject to change as a result of action by federal and/or state governments, the trustees of Purdue University, and the administration of Purdue University. Unless otherwise indicated, questions concerning the contents of this manual should be directed to the Graduate School or your departmental business office.

Detailed information on many of the subjects addressed in the manual can be found in other University publications and will be referenced as appropriate. (See Appendix A for a listing of reference documents.)

All graduate staff employees of the University are encouraged to seek and obtain answers to questions or concerns about their employment or course of study through normal, day-to-day supervisory contacts and channels. The need to handle related issues outside of these normal channels should be referred to the Graduate School.

## EMPLOYMENT POLICIES AND GUIDELINES

### NONDISCRIMINATION POLICY STATEMENT

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University-related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state, and local laws, regulations and orders, and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program.

### GRADUATE EMPLOYMENT VS. FELLOWSHIP

The University makes assistantships and fellowships available as one form of financial aid to support graduate study. Employment is incidental to graduate study. Graduate students who are employed by the University provide services (teaching, research, administrative/professional) that further the missions of the University while providing students with valuable professional experience and financial remuneration in the form of tuition remission and a modest salary. These students are considered employees and are subject to the policies and procedures outlined in this manual.<sup>2</sup>

Students who receive fellowships are not employees and are not obligated to provide services to the University. The purpose of fellowships is to recognize outstanding graduate students and to support their education. While there are broad policies and procedures covered in this document that may apply to fellowships, in general, these guidelines are intended to address graduate student employment. For more information about fellowships, see the [Purdue University Graduate School Fellowship Manual](#).

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<sup>2</sup> While the University considers graduate staff who provide services to be employees for most purposes, graduate staff are not subject to certain federal laws governing the employer-employee relationship.

## PAYROLL APPOINTMENT PROCESS

The appointment of a new graduate staff member is processed through the HR/Payroll dashboard. After the appointment is active in the payroll system (SAP), the student must enter his/her personal and self-identification information in Employee Self-Service (ESS). The student will have access to ESS on or after the hire date.

All changes to graduate appointments are processed through the HR/Payroll dashboard.

## EMPLOYMENT AUDITS

A series of audits take place within Human Resources, Payroll Services, appropriate business and other University offices, and the Graduate School. These audits include manual and automated reviews (some of which are performed on a pre-audit basis while others are done as post-audit routine). All audits are exercised for the purpose of assuring that a student is legally employable and that the policies and procedures of the University are followed. These audits review the following information for compliance with policies and procedures and for accuracy of data:

### A. Graduate Staff and Fellowship Audits

1. Enrollment in a graduate degree or teacher license program and registered for a minimum of three credit hours of graduate-level course and/or research work
2. Hourly-paid appointment vs. graduate staff monthly-paid appointment
3. Graduate staff appointment in excess of 0.25 FTE in combination with fellowship should be performed at the departmental level.

### B. Employment Eligibility Audits

1. I-9 verification process
2. Citizenship status of alien authorized to work greater than 0.50 FTE

### C. Fee Remission Audits –Verification of Eligibility

## OFFER LETTER

Departments must provide an offer letter to each student who will be appointed to the Graduate Staff. The offer letter must state the terms of the appointment, as well as the expectations of the student. A sample offer letter is included as Appendix B. A copy of Appendix C, *General Terms and Conditions of Employment of All Graduate Students at Purdue*, should be included with the offer letter.

Listed below are the items that must be addressed in the offer letter.

1. Statement that the offer is contingent upon the student's admission to the Graduate School.

2. Terms of appointment including the classification, compensation, FTE, and period of appointment.
3. If the graduate staff appointment is for more than one session, include the following statement: “You must maintain satisfactory academic progress and satisfactory teaching/research/administrative/professional work performance to continue the graduate staff appointment beyond the first session.”
4. Expectations of the student (i.e., teaching, research, administrative/professional).
5. A reference to *Employment Eligibility Verification (Form I-9)* documentation required and the need to provide it on the first day of employment.
6. Benefit information including medical insurance (West Lafayette Campus only) and fee remission, noting the amount of fees the student is responsible to pay.
7. Reference to the Council of Graduate School’s resolution concerning acceptance of an offer of financial support by a prospective or continuing graduate student. For graduate students admitted to begin during the Fall semester, this resolution commits Purdue and the student to honor any agreement made after April 15 unless a written release is obtained from Purdue. Refer to the Graduate School’s [Policies and Procedures Manual for Administering Graduate Student Programs](#) for more information on this issue.
8. For international students, there is specific information concerning visa procedures that should be addressed in the offer letter. Refer to the Graduate School’s [Policies and Procedures Manual for Administering Graduate Student Programs](#) for more detailed instructions.
9. Any departmental-specific conditions of employment must be stated in the offer letter.

## EMPLOYMENT ELIGIBILITY

### A. Enrollment

1. During any academic session, an individual must be enrolled as a student in a graduate degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work to qualify for a graduate staff appointment. Graduate staff on appointment during the summer are required to register for a minimum of three graduate credit hours during at least one of the summer modules. When appropriate, graduate staff may register for “*Examination Only*” or “*Degree Only*.” (See [Policies and Procedures for Administering Graduate Student Programs](#), Section V.)



## B. I-9/Visa Information

1. Purdue University, in accordance with federal regulations, requires all new or rehired employees to establish proof of identity and employment eligibility before commencing employment and will not employ individuals who are unable to do so. Verification of employment eligibility is the responsibility of the hiring department. The employee must complete Section 1 of the U.S. Citizenship and Immigration Services' electronic Form I-9, Employment Eligibility Verification process, on or before the first day of employment. To access the electronic form, visit the Purdue University [Payroll and Tax Services website](#). Use the "Click here to complete Section 1 of the Form I-9 link", login, and complete Section 1 of the Form I-9. After completing Section 1, the employee will be provided with a list of acceptable documents. U.S. citizens and aliens authorized to work should be prepared to present appropriate documentation to the employing department business office on the first day of employment. (See Payroll website for further information.)
  
2. An international student entering from a foreign country should not apply for a visa or make travel plans until he or she receives a formal letter of admission from the dean of the Graduate School and a *Certificate of Eligibility for Nonimmigrant Student Status (I-20)* or a *Certificate of Eligibility for Exchange Visitor Status (DS-2019)* from the Office of International Students and Scholars (ISS) at their Purdue campus. These documents will be provided to the student as soon as all admission procedures are completed, all conditions of enrollment have been met, and the student has submitted all required information and documentation to the ISS office. The ISS office will provide instructions directly to the student regarding documents and information required. Before applying for the F-1 or J-1 visa, the student will also need to pay a one-time SEVIS fee and take the payment receipt to the visa interview. Instructions for paying the fee are included with the I-20/DS-2019.
  - a. If an international student is transferring to Purdue from another educational institution in the U.S., certain transfer procedures must be completed before and immediately after arrival at Purdue. After all admission procedures are completed, the student will receive official notification from the Graduate School by email. The notification email contains instructions for obtaining the Purdue issued I-20 or DS-2019. Once the student has met all conditions for enrollment, and the ISS office receives all required information and documentation, they will proceed with processing the transfer of the student's SEVIS record and producing the Purdue I-20 or DS-2019.

Upon arrival at the Purdue campus, all international students must attend mandatory international student orientation. The student should bring his or her

passport, current I-94 *Record of Admission*, and the Purdue issued I-20 or DS-2019. Students with dependents accompanying them to Purdue should also bring the above documents for each of their dependents. Students will receive specific instructions from the ISS office at their Purdue campus regarding mandatory orientation and check in procedures. A student transferring to the West Lafayette campus from any other U.S. institution must not begin working on the West Lafayette campus until he/she has received a SEVIS Compliant form from the West Lafayette ISS Office.

C. Change from Faculty Rank

If a person is appointed as a faculty member at the rank of instructor or above, he or she will be ineligible for a graduate staff appointment thereafter, unless an exception is approved by the dean of the Graduate School.

### ORAL ENGLISH PROFICIENCY PROGRAM

The Oral English Proficiency Program (OEPP), established in 1987, implements University policy, which states that any person whose first language is not English and who holds or is a candidate for appointment as a Graduate Teaching Assistant must demonstrate adequate oral English proficiency before assignment to duties involving direct instruction of student (i.e., classroom, laboratory, tutoring). The program: 1) certifies the oral English proficiency of graduate teaching assistants whose first language is not English; 2) provides oral English proficiency screening services to all departments employing non-native English-speaking graduate teaching assistants; 3) offers English as a second language instruction to prospective graduate teaching assistants; and 4) monitors graduate program compliance with University policy through payroll verification.

The goal of the program is to ensure that non-native English-speaking graduate teaching assistants have the language competency necessary for effective communication in the Purdue University undergraduate classroom setting.

For Further information about Oral English Proficiency Program policies and services, contact the OEPP Office at the West Lafayette campus or the appropriate office at another Purdue campus.

### DEFINITIONS OF GRADUATE STAFF CLASSIFICATIONS

- A. There are four basic classifications of employment for students who are eligible for a graduate staff appointment:
1. **Graduate Teaching Assistant:** The responsibilities of the Graduate Teaching Assistant could include any tasks related to the instruction of students. Graduate Teaching Assistants may have primary responsibility for a course, a recitation section, or a laboratory section. A Graduate Teaching Assistant may serve as a tutor

- or provide assistance to a faculty member in instruction in a course through such tasks as grading papers, preparing hand-outs, placing materials on the Web, or assisting in clinical assignments.
2. **Graduate Lecturer:** The responsibilities of the Graduate Lecturer are similar to those of the Graduate Teaching Assistant but at a more senior level. Normally, Graduate Lecturers teach courses beyond the 10000-level. Appointment to this category is made at the discretion of the department head or in a manner consistent with the governance of a particular academic unit when the following conditions have been met: The graduate student must have passed the preliminary examination and be a doctoral candidate; the graduate student is enrolled in 69900 for research credits and has completed all coursework on the plan of study; the graduate student has been a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer.
  3. **Graduate Administrative/Professional:** Duties that are generally administrative and/or professional in nature are assigned to a graduate student staff member fall within the purview of a Graduate Administrative/Professional. For example, a Graduate Administrative/Professional may have responsibilities in Libraries, Office of the Dean of Students, Intercollegiate Athletics, ITaP, or one of the development offices that are unrelated to the instruction of students in a course. Students who are assistant coaches should be classified as Graduate Administrative/Professionals. Graduate staff who have academic counseling responsibilities should be classified, also, as Graduate Administrative/Professionals. Graduate administrative/Professionals are permitted in academic areas.
  4. **Graduate Research Assistants:** A Graduate Research Assistant performs duties related to a research project or program under the guidance and direction of faculty members. Any graduate student staff member who is assigned to perform research duties should be classified in the category, regardless of the funding source, and need not work for his/her own department.
- B. Students must be engaged in the type of activity for which their positions are funded (i.e., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.). It should be understood that departmental general funds can support instruction, learning, discovery, engagement, or departmental research.

#### APPOINTMENT IN NON-GRADUATE STAFF CLASSIFICATIONS

##### A. Positions Exempt from the Overtime Provisions of FLSA

Graduate students enrolled in a degree-seeking or teacher license program and who are to be in employment status, should be appointed to a graduate staff classification until their degree requirements are completed. This policy is not applicable to existing University

staff members who start master's or doctoral programs after beginning their Purdue University exempt (for example, administrative/professional) positions.

#### 1. Regular Positions

Appointment or transfer of a graduate student to a regular administrative, professional, or faculty position prior to degree completion normally is not appropriate. Occasionally, it is desirable for a graduate student nearing the completion of her/his master's or doctoral program, usually the same academic session that the graduate student expects to graduate, to be appointed to a part-time or full-time administrative, professional, or faculty position. Requests for appointment or transfer of a graduate student to a regular administrative, professional, or faculty position should be directed to the Graduate School, for review of the student's academic record and progress. If the Graduate School endorses the request for appointment or transfer, the recommendation will be forwarded to the Senior Vice President and Assistant Treasurer for final action.

#### 2. Temporary Positions

Appointment or transfer of a graduate student to a temporary administrative or professional position prior to degree completion is not appropriate. Instead, graduate students and University departments, programs, and offices should use the existing graduate staff appointment process, which provides considerable flexibility, to accommodate summer and other fixed-term employment opportunities for graduate students.

Upon graduation, graduate staff members become ineligible to retain their graduate staff position. In the event that it is necessary for them to continue working in this capacity as a graduate staff member for a short time period (three weeks maximum), in order to finalize projects, they must be placed in a temporary position.

In the above scenario, the background check otherwise required for temporary positions, will be waived. Business Offices will contact Human Resources to obtain a temporary position number and will inform the clerk that this temporary position encompasses the above criteria and is exempt from the background check.

#### B. Student Hourly Classification

Student hourly classification, in most situations, is not applicable for graduate student employment. Employment of a graduate student enrolled in a degree-seeking or teacher license program should be done through a graduate staff employment classification as defined in the section above. Occasionally, where the employment is of an *ad hoc* nature, it may be appropriate to appoint a graduate student using an hourly paid student classification. Students employed on this type of classification are not eligible for any of the benefits connected to a graduate staff appointment. Therefore, the student hourly classification should be limited to those few situations where the work assignment is sporadic and, thus, more appropriate to non-exempt classification.

## TRANSFER TO POSTDOCTORAL APPOINTMENT

A graduate student who completes his or her degree requirements may be appointed to a postdoctoral position once his/her dissertation is deposited with the Thesis/Dissertation Office. The postdoctoral appointment may begin the day following deposit of the dissertation. Appropriate employment authorization is required before an international student transfers to a non-student position.

## EMPLOYMENT PERIOD

- A. Graduate staff may be appointed on either an academic year or fiscal year basis. (See [Policy VI.F.12](#))
- B. For graduate staff appointed on a fiscal year basis, employment period will begin and end with the actual dates of employment. (See the section on EMPLOYEE BENEFITS for information on vacation days for fiscal year staff.)
- C. For graduate staff appointed on an academic year basis, employment will begin on the seventh calendar day preceding the first day of classes of the semester and end on commencement day. (See the section on EMPLOYEE BENEFITS for information on vacation periods for academic year staff.) For payroll purposes, the sessions are defined as follows:
  1. The fall semester begins the seventh calendar day preceding the first day of classes in the first semester and ends the eighth calendar day preceding the first day of classes in the second semester or until their work authorization expires (whichever comes first).
  2. The spring semester begins the seventh calendar day preceding the first day of classes in the second semester and ends on commencement day or until their work authorization expires (whichever comes first).
  3. The summer session is divided into three modules. The first module begins the day following the Spring Commencement. Summer appointments are based on actual days worked.
- D. For graduate staff appointed on an academic year basis, there is no limit to the number of days the student may work during the summer period.

## ALLOWABLE FTE

- A. The primary appointment for a graduate student shall be 0.25, 0.50, 0.75, or 1.00 FTE. Unless a graduate staff appointment of at least 0.50 FTE is held, no graduate staff appointment of less than 0.25 FTE may be made. Graduate staff appointments may be a

combination of any of the classifications described in the section above on DEFINITIONS OF EMPLOYMENT CLASSIFICATIONS.

- B. A COMBINATION OF APPOINTMENTS IS POSSIBLE. Appointments beyond 0.50 FTE, to a maximum of 1.00 FTE, may be made.
- C. Small Appointments of at least 0.05 FTE up to a maximum of 0.20 FTE (preferably in multiples of 0.05 FTE) may be made as long as a graduate staff member already holds at least a 0.50 FTE appointment or two 0.25 FTE appointments. These 0.05 FTE to 0.20 FTE appointments may be held in a different department than where the 0.50 FTE position is held or where either of the two 0.25 FTE positions are held.
- D. When classes are in session, F-1 and J-1 international students are limited by law to working a total of twenty (20) hours per week (i.e., 0.50 FTE). The twenty-hour limit applies to all appointments including a combination of monthly and biweekly appointments. (See EMPLOYMENT ELIGIBILITY section B)
- E. All appointments require that services be performed at the FTE specified. See the document entitled *Purdue University Graduate Staff Appointments and Monthly Salaries* that is issued annually by the Graduate School. (See Appendix D.)

## COMPENSATION

- A. The Graduate School issues minimum salary scales for each graduate staff classification. These scales are reviewed and approved annually. All position classifications are assigned a minimum salary requirement. A document entitled *Purdue University Graduate Staff Appointments and Salaries*, which is issued annually by the Graduate School, indicates these minimum salaries. (See Appendix D.)
- B. Each college establishes graduate staff salaries appropriate for its graduate programs following the minimum salary requirements. Adjustments for merit and/or increased responsibility may be made by the college or head of the graduate program.
- C. Salaries of continuing appointees will be reviewed annually. Annual salary increases for fiscal year staff normally will be effective July 1. Annual increases for academic-year staff may be made with the beginning of the first summer pay period that starts on or after July 1 or with the beginning of the academic year.
- D. Graduate staff salaries that exceed the full-time fiscal year rate of \$68,000 (\$34,000 at 0.50 FTE) are required to receive prior approval by the Graduate School. There are three exceptions to this policy:
  1. Salaries that exceed the full-time fiscal year rate of \$79,700 (\$39,850 at 0.50 FTE) for graduate staff in the College of Pharmacy and the College of Veterinary

Medicine who hold a professional degree such as the Doctor of Veterinary Medicine, Doctor of Medicine, or Doctor of Pharmacy, require prior approval by the Graduate School.

2. Salaries that exceed the full-time fiscal year rate of \$101,000 (\$50,500 at 0.50 FTE) for graduate staff in the College of Veterinary Medicine's Interdisciplinary Biomedical Sciences Graduate Program who hold a professional degree such as the Doctor of Veterinary Medicine, Doctor of Medicine, or Doctor of Pharmacy require prior approval by the Graduate School.
3. Appointments to the Graduate Lecturer position that exceed the full-time fiscal rate of \$74,400 (\$37,200 at 0.50 FTE) require prior approval by the Graduate School.

The salary levels requiring prior approval will be reviewed periodically to assure the requirements remain reasonable and continue to meet the needs of the academic units while maintaining appropriate oversight by the Graduate School.

#### EMPLOYMENT BY PURDUE DIGITAL EDUCATION

Graduate students may be employed on a continuing education project, with prior approval of the appropriate head of the graduate program and college dean. (See [Executive Memorandum C-18](#).)

Purdue appointments that cause the graduate staff member's total appointment to exceed 1.0 FTE (i.e., overload) are discouraged and must be approved by the dean of the Graduate School. An *Employment Certification—Extra Duty (Business Office Form 57)* must be processed for all Purdue appointments regardless of FTE. As a reminder, F-1 and J-1 international students may not work more than 0.50 FTE at any time during the Fall and Spring semesters when classes are in session. (See Employment Audits.)

#### CHANGE OF DUTY STATION

Change of Duty Station should be requested by a graduate staff employee when he/she wants to relocate from his/her primary work location. The change in location is not required to complete the work, and it does not prevent the employee from completing the primary functions of his/her position. While on Change of Duty Station the graduate staff employee is expected to continue to perform his/her normal/regular work duties. If the relocation is greater than 22 working days, an approved *Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change in Duty Station (RLA Form)* is required for the Change of Duty Station request. Final approval by the Graduate School must be received *prior* to departure.



## RESEARCH/INSTRUCTIONAL/ENGAGEMENT TRAVEL

Graduate staff leave, greater than 22 working days, that is necessary to further research, participate in instructional opportunities, or become involved in engagement activities must be requested and approved through the *Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change in Duty Station Form (RLA Form)*. This includes research-related travel to laboratory, teaching-related travel to another college or university, engagement-related travel to a community, or professional development opportunities unavailable at the University. The RLA form must be approved prior to departure.

## TERMINATION

Employment is subject to the availability of funds. The employment of graduate staff may be terminated prior to the expiration of the stated employment period or the compensation may be reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If, for any reason, employment is terminated before the expiration of the stated employment period, compensation shall be paid up to, but not beyond the date of such termination.

Continuation of graduate employment is conditional upon performance of the work assigned and/or satisfactory academic progress. The employment of any graduate staff member may be terminated, in consultation with Human Resources, at any time prior to the expiration of the stated employment period by the University for just cause. Just cause includes but is not limited to inadequate performance, lack of progress toward degree, budgetary constraints or misconduct which includes the repeated or serious violation of University rules, regulations, or policies. No extension or renewal of employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to the student.

## GRADUATE STUDENT EMPLOYEE RECORDS

The University maintains records on all employees of the University, including graduate staff. The source of that information is from payroll documents and an *Employee Information Form (Form 13)* or Employee Self Service (ESS) in the [OnePurdue SAP portal](#). Changes in University records for personal information such as address, telephone number, and education can be changed through ESS in the [OnePurdue SAP portal](#). Name changes are processed by completing the *Employee Information Form (Form 13)* with attached legal documentation of the name change.



## PAYROLL PROCEDURES

### PAYROLL PROCEDURES

Upon employment, all new or rehired employees must complete Section 1 of the U.S. Citizenship and Immigration Services' electronic Form I-9, *Employment Eligibility Verification*. This must be done on or before the first day of employment. To access the electronic form, visit the Purdue University [Payroll and Tax Services website](#). Use the "Click here to complete Section 1 of the Form I-9 link, , login, and complete Section 1 of the Form I-9. Additional information to be completed through Employee Self-Service (ESS) includes personal information, self-identification, direct deposit, and W4/WH4 tax withholding information. International students should complete paper forms of the *Employee's Withholding Allowance Certificate (Form W-4)*, and *Employee's Withholding Exemption and County Status Certificate (Form WH-4)* and attach to the Glacier documents. If the employee has no Social Security Number, an application must be made in person at the Social Security Office. If the employee's citizenship status is alien authorized to work, additional forms created in the Glacier tax system also need to be submitted. Below are the steps to set-up the Glacier record:

- Log into [GLACIER Online Tax](#) to set up an account for the employee. You will need his/her first and last name, email address, (this does not have to be his/her Purdue email address) and payment type (i.e., monthly, biweekly etc.).
- Instruct the employee to go into Glacier, complete his/her record, print Glacier tax summary report and required documents and bring those to the Business office of the employing department.
- The tax summary will notify the Business Office about which forms to collect and to make copies of appropriate immigration documents.

For graduate staff appointments, salary payments are distributed on the last working day of each month. Pay dates for fiscal year and academic year paid staff follow the [monthly payroll calendar](#).

Employees are paid via automatic direct deposit (i.e., directly into their checking or savings account in any bank, credit union, or other financial institution in the U.S. that is a member of the Automated Clearing House (ACH). Most banks and credit unions are members.

A direct deposit notice of net pay and a detailed earning statement will be available through ESS in the [OnePurdue SAP portal](#). Direct deposit notices will indicate applicable tax deductions, benefits program premiums, and other miscellaneous deductions.

To access the OnePurdue SAP portal, graduate staff will need to sign up for BoilerKey, Purdue's version of two-factor authentication. BoilerKey is an extra layer of security to help keep your most sensitive information, such as your bank account number, safe and private.

To sign up for BoilerKey, visit [purdue.edu/boilerkey](http://purdue.edu/boilerkey). Users can choose either to download a smartphone application to their device or order a hardware token, about the size of a keychain, which will be required to use to access the OnePurdue SAP portal. If a user has trouble signing up or using BoilerKey, please contact the customer service center associated with the appropriate campus.

### SALARY ADVANCE FOR GRADUATE STAFF (West Lafayette Campus Only)

New graduate staff employees requesting salary advances should contact their departmental business manager. Signing a standard promissory note with Purdue University and approval of the head of the graduate program will be required. Salary advances granted under this procedure must be repaid from the first three regular payroll checks. The maximum amount available under this process for new graduate staff appointments is \$1,200.

Salary advances in excess of \$1,200 or advances requiring longer repayment periods must be submitted through normal administrative channels for approval by the appropriate vice president.

### SETTING UP PAYROLL APPOINTMENT

Departments initiate new graduate staff appointments by entering the action through the HR/Payroll dashboard. New graduate students will complete their personal information, self-identification, direct deposit, and W4/WH4 tax withholding information through ESS. Instead of entering the W4/WH4 tax withholding information in ESS, international graduate students should complete paper forms (W-4 and WH-4) and attach them to their Glacier packets.

### TAXES

Federal, state, and county taxes are withheld from payments according to exemptions claimed on the *Employee's Withholding Certificate (Form W-4)* and the *Employee's Withholding Exemption and County Residence Certificate (Form WH-4)*, respectively. A *Wage and Tax Statement (Internal Revenue Service Form W-2)* will be issued after the end of the year.

### INTERNATIONAL TAX AND TREATIES

When the employee indicates on the *Employment Eligibility Verification (Form I-9)* that he/she is an "alien authorized to work in the United States," the hiring department should create a Glacier account for the employee. Once the employee has completed the account, the hiring department should collect the printed and signed Glacier paperwork and gather copies of the required immigration documents. These documents must be sent to the Payroll and Tax Services department for processing at [tax@purdue.edu](mailto:tax@purdue.edu). If an employee has questions that need to be addressed in person they should email [tax@purdue.edu](mailto:tax@purdue.edu) to set up an appointment.

A determination will be made through the Glacier system whether the employee is eligible for tax treaty benefits and for how long. A *Foreign Person's U. S. Source Income Subject to Withholding (Internal Revenue Service Form 1042S)* will be issued to the international employee

for the amount of any income exempted from tax as a result of tax treaty benefits. A *Wage and Tax Statement (Internal Revenue Service Form W-2)* will be issued to the international employee for all other income.

### TAXABILITY OF FEE REMISSIONS

Refer to the section on EMPLOYEE BENEFITS—TUITION AND FEE REMISSIONS.

### REQUIRED DOCUMENTS

The following steps must be completed before a new graduate staff member may be paid:

- Hiring department completes the action in the HR/Payroll dashboard; new graduate student should have completed I-9 form on or before the hire date.
- Employee completes the following in Employee Self-Service (ESS):
  - Personal information
  - Self-identification information
  - Direct deposit information
  - W4/WH4 tax withholding information (permanent residents and citizens)
- International graduate students complete the Glacier Tax Summary and appropriate immigration documents. Tax forms (W-4 and WH-4) should be attached.

## **GENERAL POLICIES**

## AMOROUS RELATIONSHIPS

Purdue University's Policy regarding romantic or sexual relationships between supervisors and subordinates and students and faculty members, graduate teaching assistants, or any other employee who has educational responsibility over the student became effective on January 1, 2009.

## ANTI-HARASSMENT

It is the policy of Purdue University to maintain the campus as a place of work and study for faculty, staff, and students, free from all forms of harassment. In providing an educational and work climate that is positive and harassment free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Graduate staff members should not be expected by faculty or staff members to perform work (paid or unpaid) not connected to their graduate staff appointments. Evaluation of graduate staff members should be based only on their academic, research, and work performance.

Graduate staff members with concerns about their workplace environment may contact the Office of Institutional Equity, the Graduate School, or Human Resources.

Refer to the [Procedures for Resolving Complaints of Discrimination and Harassment](#) issued by the Vice President for Ethics and Compliance.

## INTEGRITY IN RESEARCH

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry. Serious violations of integrity in research are rare. Those that do occur, however, strike at the very heart of scholarship and the concept of the University. In any academic institution, scholars, researchers, and artists have a special obligation to exemplify the best qualities and highest standards of personal and professional conduct. Students, post-docs, faculty, staff, and visitors with concerns about integrity in research should report them.

Concerns about research safety, the treatment of research participants (both humans and animals), conflicts of interest, and intellectual property should be directed to [Regulatory Affairs](#) .

Concerns pertaining to plagiarism, fabrication, or falsification within Purdue research should be directed to the [Research Integrity Office](#) .

Governing documents pertaining to research integrity include the [University's Statement of Integrity and Code of Conduct](#) and the University's policy on [Research Misconduct \(III.A.2\)](#).

## INVENTIONS, PATENTS, COPYRIGHTS, AND PUBLISHING

The University owns all economic and property rights and the right to patent inventions and to copyright materials for all inventions and materials made or developed by University personnel either in the course of employment by the University or through the use of facilities or funds provided by or through the University. Graduate staff employment is subject to the University's policy on [Intellectual Property \(I.A.1\)](#). All such inventions and materials should be reported in writing; for inventions, use the [Technology Disclosure Form](#), available from the Office of Technology Transfer, Purdue Research Foundation. (See [Faculty and Staff Handbook](#) and [Policy I.A.1](#))

Regarding publications, it generally is expected that research results will be published as openly and widely as possible. While the norms concerning the order and inclusion of co-authors vary by discipline, usually anyone who has made a significant contribution to the research should be included either as a co-author or acknowledged in the publication. Faculty, graduate students, and others involved in the research should discuss such matters early in the planning stages in order to arrive at acceptable and fair authorship decisions.

### OUTSIDE EMPLOYMENT, OTHER OUTSIDE ACTIVITIES, AND CONFLICTS OF INTEREST

Purdue employees may not engage in outside employment and other outside activities that would conflict with their University duties. Graduate student employees are required to file a [Disclosure of and Application for Permission to Engage in a Reportable Outside Activity form](#) before engaging in any reportable outside activities. Such outside activities include employment and connections with business enterprises, public offices, professional associations, educational institutions, and foundations (see the definition of a reportable outside activity in policy III.B.1.) In addition, graduate student employees are required to complete a [Conflict of Interest Disclosure Statement](#) for any business enterprise activities in which the employee expects to derive a profit from any University contract or purchase (see the definition of financial conflicts of interest in policy III.B.2).

For additional information and the University's policies on these topics, refer to the following:

1. [Individual Financial Conflicts of Interest \(III.B.2\)](#)
2. [Conflicts of Commitment and Reportable Outside Activities \(III.B.1\)](#)

## **EMPLOYEE BENEFITS**

Graduate staff employee benefits are outlined in the standard on [Graduate Student Staff Benefits \(S-3\)](#). They are also categorized and described in the following five major sections: Tuition and Fee Remissions, Leaves of Absence, Medical Insurance, Risk Management Programs, and Miscellaneous.

Graduate staff employed 0.50 FTE or more and graduate students with fellowships administered as assistantships are eligible for benefits. The only exceptions to this are tuition remission and risk management programs, which only require 0.25 FTE.

## TUITION AND FEE REMISSIONS

### A. Graduate Staff Remission

Graduate Staff employed 0.25 FTE or more and graduate students with fellowships administered as assistantships receive a tuition and fee remission each semester and summer session that they are employed. The fee remission relieves the graduate student of obligation to pay full tuition and fees and requires the student to pay the graduate staff fee each session. [Tuition and fee rates for West Lafayette students enrolled in the College of Engineering, Purdue Polytechnic Institute, School of Agricultural and Biological Engineering, Doctor of Audiology, Master of Business Administration, and Master of Science (Human Resources) include an additional differential fee.

Likewise, Purdue Northwest programs having an additional differential fee include programs in the School of Engineering, College of Technology, College of Nursing, and College of Business.] The graduate staff fee and differential fee for these programs are not remittable.

Graduate students enrolled in digital education or professional master's programs are not eligible to hold graduate staff positions or receive tuition and fee remissions. For a roster of these programs, please see [Digital and Professional Education - Office of the Bursar - Purdue University](#).

### B. Spouse Fee Remission

The spouse of a West Lafayette graduate staff member is eligible for remission of the nonresident tuition but is responsible for all resident tuition and fees. Questions should be directed to Office of the Bursar.

### C. Eligibility

A student is eligible for the graduate staff fee remission if the appointment is in effect during the first six weeks of a semester or July 1 of the summer session. To receive the fee remission, the employing department should submit the *Graduate Appointment Submission Form*, located on the [Office of the Bursar website](#), in advance of each session before the student registers for classes.

If a graduate staff appointment terminates within the first six weeks after the start of a semester or prior to July 1 during the summer session, all applicable fees will be assessed for the semester or summer session.

If a graduate student begins employment during the first six weeks of a fall or spring semester or by July 1 of summer session, they are entitled to the graduate staff fee and eligible for remission.

Students enrolled in the summer session are eligible for summer fee remission if they held a teaching assistantship in the prior spring semester and also will be appointed to a teaching assistantship in the following fall semester. Graduate programs should notify (in writing) [Glenda Smith](#) in the Bursar's Office of graduate students who comply with the Graduate School memorandum from T. P. Adler on "Summer Tuition and Fee Waivers for Teaching Assistants".

A student who held a teaching assistantship in the spring semester, but will not hold one in the fall semester because he or she will complete degree requirements during the summer may be granted a Graduate Tuition Scholarship for the summer session. (Refer to Graduate School memorandum from T. P. Adler on "Summer Tuition and Fee Waivers for Teaching Assistants").

#### D. Taxability

The value of a fee remission provided to a graduate staff employee is not considered taxable income.

A graduate student whose spouse receives remission of nonresident tuition is taxed for the value of the spouse's tuition remission.

For further information on the taxability of fee remissions, contact Payroll and Tax Services. For any other information concerning tuition and fee remissions, contact the Bursar's Office.

LEAVES OF ABSENCE – *All leaves must be requested using the [33ABSENCE](#) form.*

All leaves of absence greater than 22 consecutive work days, for any reason except vacation or Family and Medical Leave Act of 1993 (FMLA) related leave, require the approval of the dean of the Graduate School.<sup>4</sup> To obtain approval, a *Request for Absence from Campus* (Form 33ABSENCE) must be processed. All other leaves require approval by the appropriate vice president/dean or designee on the same form. Graduate staff members, employed at least half-time, are eligible for leaves of absences (see specific leave section for additional eligibility requirements). Questions regarding leaves of absence should be directed to Human Resources – Employee Benefits at 765-494-2222.

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<sup>4</sup> The number of hours in a workday is associated with the FTE of the appointment held.



Fiscal-year graduate staff and Academic-year graduate staff employed at least half-time may qualify for unpaid Leaves of Absence (and retain Graduate Staff Medical Insurance) during a session when their graduate program enables them to hold an off-campus internship, participate in Study Abroad, or engage in other academic or professional development activities (not part of their graduate staff employment.) Graduate staff members cannot receive payment from Purdue University and another employer for work, vacation or other paid leave during the same pay period. Graduate staff members should schedule work and paid leave carefully to avoid the prospect of double payment, which could violate University policy and jeopardize visa eligibility.

Graduate staff members who receive approval for a leave of absence via a Form 33ABSENCE will continue to receive Graduate Staff Medical Insurance coverage, without interruption. Upon the graduate student's return to the graduate staff, the health insurance premiums will be deducted from the student's first pay. If the graduate student does not return, the insurance will be cancelled as of the separation date. For more details, please contact Human Resources – Employee Benefits at 765-494-2222.

#### A. Vacation and Holidays

1. Academic-Year Staff: Graduate staff employed on an academic-year basis are in vacation status with pay during the periods of the academic year when classes are not in session. The seven-calendar-day period prior to the first day of classes each semester and the periods between the end of classes and the final date for submitting grade reports are not considered vacation. Official University holidays falling within the vacation periods are treated as vacation except when classes are in session.
2. Fiscal-year, Benefits-Eligible Graduate Student Staff receive paid leave for all official University holidays. They also receive paid vacation leave as follows:
  - Fiscal-year, Benefits-Eligible Graduate Student Staff are granted vacation leave at the staff member's normal rate of pay. Vacation leave credits begin to accrue in accordance with the schedule below from the date of the graduate student's employment up to a maximum of 22 working days per fiscal year. Vacation credits in excess of 22 days are forfeited.
    - One day in the months of September and March
    - Two days in all remaining months
  - Staff members may not use paid vacation leave until they have completed three months of service.
  - Graduate Student Staff members who transfer to any other employment classification (i.e., faculty, administrative/professional, etc.) cannot transfer their unused vacation leave balance to the new position. Any unused vacation is forfeited.
  - Upon termination of employment with the University, the staff member's unused vacation leave is forfeited and will not be paid to the staff member, nor may the staff member's appointment be extended to cover any unused vacation.



**Vacation leave must be requested on a Form 33ABSENCE.**

Graduate students transferring from a fiscal-year graduate staff position to another fiscal-year graduate staff position shall be able to transfer accrued vacation to the new position, as long as there is no break in service.

When there is a break in service between a graduate student's fiscal-year graduate staff appointment and another fiscal-year graduate staff appointment, the following policies shall apply:

- If available, accrued vacation may be used to bridge employment and benefits.
- If accrued vacation balance is unable to bridge the time between appointments, a termination and rehire is appropriate and accrued vacation is forfeited.

**B. Sick Leave**

All benefits-eligible graduate staff are eligible for two weeks (10 working days) of paid sick leave for illness within a twelve-month period. "Illness" is defined as a staff member's own illness, disabling injury, or pregnancy. This includes childbirth and complications of pregnancy, miscarriage, abortion, and confined recovery therefrom, for the period during which the employee is unable to perform normal duties as determined by a physician.

**C. Illness in Family**

Graduate staff are eligible for three working days per fiscal year paid leave for immediate family illness. "Immediate family" is defined as spouse, parents, children, grandparents, grandchildren, sisters, brothers, and corresponding in-laws and step-relatives. Family members not included here, but who reside in the employee's home, are considered immediate family.

**D. Family and Medical Leave Act of 1993 (FMLA)**

The "Family and Medical Leave Act of 1993" provides provision for time off for an employee's own serious health condition, to take care of a family member with a serious health condition, to give birth, to adopt, or to place a child in the employee's home for foster care. In order to be eligible for leave, under the FMLA, graduate staff must have been employed at Purdue for 12 months, consecutive or non-consecutive, and have worked at least 1,250 hours in the 12 months preceding the date leave commences. FMLA states that up to 12 work-weeks of leave per year are available. If the leave is taken for an employee's own serious health condition or a family member's serious health condition, and the employee has accrued unused paid sick leave and qualifies for paid sick leave, the employee must use the paid sick leave during the FMLA leave. Further information on FMLA is available by contacting or Human Resources – Employee Benefits at 765-494-2222.

## E. Bereavement Leave

Benefits-eligible graduate staff are eligible for the following paid bereavement leave:

- Up to five workdays over six consecutive calendar months for the death of the employee's spouse, parent, child, grandparent, great grandparent, grandchild, or sibling, and corresponding in-law, or step-relative of employee's spouse.
- Up to five workdays over six consecutive calendar months for the death of the employee's uncle, great uncle, aunt, great aunt, niece, great niece, nephew, great nephew, cousin, or corresponding relative of the employee's spouse if the relative lived in the employee's home.
- Up to one workday for the death of the employee's uncle, great uncle, aunt, great aunt, niece, great niece, nephew, great nephew, cousin or corresponding relative of the employee's spouse.
- Up to one workday to attend the funeral of a fellow employee, subject to the staffing needs of the employee's department as determined by the head of the department.

## F. Jury and Witness duty

Graduate staff are eligible for paid leave of absence as a juror or court witness. Jury duty or duty as a court witness is the service and time spent away from a University job as a result of a subpoena issued by a court. Service as a volunteer expert witness or other volunteer court duty is not included in the provisions in this leave of absence

## G. Military Leave

Graduate staff who are members of the Indiana National Guard, or members of the reserve components or retired personnel of the naval, air, or ground forces of the United States, who are under authority to report for 15 days or less, are entitled to a leave of absence for military duty. Such leave is available without loss of benefits, time, or pay not to exceed 15 regular work days in any calendar year. Travel time required for reporting to the place of military duty is included in the 15-day allowance.

This policy is further outlined in University [Policy VI.E.2](#) and in the “Policy Concerning Graduate Assistants or Fellows Called to Active Military Service,” issued to vice presidents, deans, and department heads by Robert L. Ringel, executive vice-president for academic affairs, dated October 31, 1990. Questions may be directed to Human Resources – Employee Benefits at 765-494-2222.

## H. Paid Parental Leave Policy

Paid parental leave is provided to benefits-eligible graduate student staff in accordance with the policy on [Paid Parental Leave \(VI.E.3\)](#). To qualify, staff must have been employed by the University for at least one continuous year (12 months),

half-time or more, in a benefits-eligible position. An eligible employee who is the birth or adoptive parent of a newborn or newly adopted child may receive up to 240 hours of paid parental leave for recovery from childbirth and/or to bond with the newborn or newly adopted child. If both parents are employed by Purdue University, each parent may receive up to 240 hours of paid parental leave. This leave is based on 100 percent full-time equivalency and is available for a 12-month period following birth of a child or following placement of a newly adopted child in the eligible employee's home. The eligible employee must give his or her supervisor at least 30 calendar days advanced notice of the need for leave, or as soon as is practical. Questions may be directed to Human Resources – Employee Benefits at 765-494-2222.

## MEDICAL INSURANCE

### A. Graduate Staff and Fellowship Medical Insurance Options (West Lafayette Campus Only)

Graduate staff employed 0.50 FTE or more and graduate students with fellowships administered as assistantships are eligible for benefit, including the University-subsidized Graduate Staff Health Plan which is administered by Academic HealthPlans (AHP) in conjunction with Anthem Blue Cross Blue Shield. Benefits-eligible graduate staff members will be contacted by AHP via email with instructions on enrolling in medical insurance through AHP and in voluntary benefits through Benefitfocus, Purdue University's online enrollment tool for employees. In the meantime, benefits information can be found on the [Graduate Staff Benefits website](#). Eligible graduate staff members who enroll in the medical plan will arrange to pay for their premiums directly with AHP. Coverage is continuous, including the summer, as long as the graduate staff member is employed in an eligible position. For policies about maintaining graduate staff health insurance while on Leaves of Absence, please see page 24 and 25.

Graduate staff who are **not** employed half-time (0.50 FTE) or more are **not** eligible for participation in the University-subsidized Graduate Staff Health Plan. These graduate staff should refer to the [Purdue University Student Health Service \(PUSH\) website](#) to view benefits for Domestic Students or for International Students based on their citizenship status.

Fellowship recipients who do not have an eligible graduate staff appointment as defined above are not eligible for participation in the University-subsidized Graduate Staff Health Plan. Fellows should go to the [PUSH website](#) to view benefits for Domestic Students or for International Students based on their citizenship status.

These plans are designed to meet University guidelines for required insurance coverage for all international graduate staff. International students who wish to waive coverage and who are eligible to do so must show proof of other eligible coverage. Additional information pertaining to this process can be found on the [AHP's Waiver site](#).

## B. Purdue University Student Health (PUSH) Center (West Lafayette Campus Only)

Full-time registered Graduate Students receive no-charge office visits at PUSH for illness or injury. More information on this can be found on the [PUSH website](#). Some services at PUSH may require a copayment.

Some PUSH services are charged on a fee-for-service basis. These include radiology and laboratory tests, minor procedures performed by healthcare providers, and medications and supplies used.

## VOLUNTARY BENEFITS

Benefits-eligible graduate staff members, like other Purdue employees, are able to purchase optional insurance coverage and legal services through companies that have been vetted by the University. Although the University does not subsidize these programs, the University enables employees to receive group rates. For some benefits, the University allows premiums to be collected via Payroll deduction. Enrollment into dental and other voluntary benefits is handled through Benefitfocus, Purdue University's online enrollment tool for employees. Benefits-eligible graduate staff members will receive an email with instructions on enrolling in voluntary benefits through Benefitfocus once their employment has been entered and a valid SSN is on file. For more information, please visit the [Graduate Staff Dental Insurance page](#) for the summary of dental coverage available through Delta Dental and the [Voluntary Benefits page](#) for other voluntary benefit options.

Purdue offers all employees, including students, the opportunity to contribute some of their salary to a tax-favored retirement program through automatic payroll deductions. Employees may enroll, change or stop participation at any time. The University offers pre-tax and Roth savings options with a range of investment alternatives. Funds are immediately vested and may be retained or rolled over upon separation from Purdue. Individuals interested in enrolling should call Benefits at 765-494-2222.

## RISK MANAGEMENT PROGRAMS

Graduated Staff employed 0.25 FTE or more and graduate students with fellowships administered as assistantships are eligible for benefits through Risk Management Programs.

### A. Automobile Liability Insurance

The University carries liability insurance on all University-owned trailers and self-propelled vehicles that are used on public thoroughfares. Authorized vehicle operators are protected against third-party claims for bodily injury or property

damage while operating within the scope of their authority. This insurance includes non-ownership liability coverage to protect the University when privately-owned vehicles are driven on University business. This coverage also protects the personal liability of a person properly authorized to drive a private vehicle on University business. This coverage, however, is in excess over that carried by the owner of the private vehicle—and responds only if and when that coverage is exhausted. No coverage is provided by the University for physical damage to private vehicles. The protection afforded individuals by the University’s automobile liability is contingent upon use of the vehicles in accordance with authority given by the University. Further details may be obtained from the Risk Management Office.

#### B. Comprehensive General Liability Insurance

Graduate staff, while acting in the course of and within the scope of their duties, are covered by Comprehensive General Liability Insurance. The coverage provides protection against claims brought by third parties for occurrences that arise out of University activities and result in bodily injury, property damage, or personal injury. Further information is available by contacting the Risk Management Office.

#### C. Worker’s Compensation Benefits

The Worker’s Compensation and Occupational Disease Act of Indiana provides coverage for University employees (including graduate staff) who are injured while performing duties assigned as an employee of the University. This applies to injuries on the premises of the University and while traveling on University business. Worker’s Compensation pays for approved medical expenses and for lost time, as stipulated by the Act. Claims are filed using the [First Report of Injury Form](#). For more information, see the [Purdue Worker’s Compensation website](#).

#### D. Graduate Staff Accident Insurance

The University provides, at its expense, an Accident Insurance Plan for all graduate students on the West Lafayette Campus. The coverage provides accidental death, dismemberment, disability income, and medical expense for those hazards to which an insured person may be exposed while engaged in class work, research, course-related activities, or in approved field work or travel for University activities related to research or coursework. Coverage is not provided in the place of residence or while commuting to and from normal on-campus instructional or research locations. Coverage in aircraft is restricted, and coverage does not apply if the insured is acting in the capacity of an employee. The latter would be covered under the Worker’s Compensation program.

### MISCELLANEOUS

#### A. Parking

All parking on the West Lafayette Campus is regulated and available for a fee. Graduate staff members who are employed three-quarter-time or more are eligible for one of two classifications: an A permit or a B permit. Graduate staff employed less than three-quarter time are eligible to purchase a C permit which provides limited parking availability. For more information about parking, go to the [Purdue University Parking website](#).

Information regarding parking at one of the system-wide locations may be obtained by contacting the Police Department at that campus.

For parking information at the regional campuses, please contact parking facilities at the specific campus:

- [Purdue Fort Wayne](#)
- [Purdue Northwest Campuses](#)

#### B. Other Programs Available to Graduate Staff

The following programs are provided to graduate students:

1. Athletic Tickets – optional at the staff fee rate
2. Convocations and Lectures – student discount privilege
3. Recreational Gymnasium – included in the fees paid by the student

## LISTING OF REFERENCE DOCUMENTS

### APPENDIX A

#### EXECUTIVE MEMORANDA OR POLICY

##### Title

##### Current Issue Date

III.A.1	<a href="#">Amorous Relationships</a>	May 1, 2018
VI.F.11	<a href="#">Terms and Conditions of Employment of Graduate Student Staff</a>	January 1, 2018
III.B.4	<a href="#">Political Activities</a>	January 29, 2015
C-18	<a href="#">Compensation Policies for University Staff Members Participating in Continuing Education Activities</a>	April 1, 1991
VI.F.12	<a href="#">Academic-Year Employment</a>	April 16, 2018
C-46	<a href="#">Revised and New Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative and Professional Staff</a>	January 1, 1999
VI.D.2	<a href="#">Grievances by Postdoctoral Researchers, Graduate Student Personnel, Clinical Residents and Clinical Interns</a>	April 1, 2013
VI.E.1	<a href="#">Family and Medical Leave Act</a>	January 1, 2018
VI.E.2	<a href="#">Leave for Faculty, Continuing Lecturers, and Administrative, Professional, Clerical, and Service Staff</a>	January 1, 2018
III.A.2	<a href="#">Policy on Research Misconduct</a>	March 1, 2018
I.A.1	<a href="#">Intellectual Property</a>	January 26, 2017
III.C.1	<a href="#">Anti-Harassment</a>	July 1, 2018
III.C.2	<a href="#">Equal Opportunity, Equal Access and Affirmative Action</a>	July 1, 2018
III.B.2	<a href="#">Individual Financial Conflicts of Interest</a>	January 1, 2017
III.B.1	<a href="#">Conflicts of Commitment and Reportable Outside Activities</a>	October 2, 2015

#### OTHER REFERENCE DOCUMENTS

*Calendar of Pay dates*

*Graduate Staff Salaries: Graduate School Prior Approval Requirements*

*Graduate Student Staff Benefits (S-3)*

*Policies and Procedures for Administering Graduate Student Programs*

*Policy Concerning Graduate Assistants or Fellows Called to Active Military Service*

*(R.L. Ringel memorandum dated October 31, 1990)*

*Procedures for Resolving Complaints of Discrimination and Harassment (Revised July 1, 2014)*

*Purdue University Graduate Staff Appointments and Monthly Salaries Sheet*

*Summer Tuition and Fee Waivers for Teaching Assistants (T. P. Adler memorandum dated March 27, 1986)*

*Student Regulations*

## **SAMPLE OFFER LETTER**

### **APPENDIX B**

Date\*

Dear\*\*

I am pleased to be able to offer you a half-time graduate (insert one: research, teaching, graduate administrative/professional, graduate lecturer) assistantship in this department for the (current fiscal or academic) year. The assistantship is, of course, contingent upon you



meeting all the admission requirements of the department/program and Graduate School. In order to continue the assistantship, you must maintain satisfactory academic progress and satisfactory teaching/research/administrative/professional work performance.

Insert *departmental expectations* regarding duties, lines of reporting, hours, and any other departmental-specific information

Insert **departmental** expectations regarding duties, lines of reporting, hours, and any other departmental-specific information relevant to employment.

The assistantship provides a salary of (insert annual salary here) for a (choose one: academic year or fiscal year) period, along with a remission of all but a portion of tuition and fees (insert graduate staff fee per semester). The dates of your appointment are August (date and year), through May (date and year).

NOTE: Include this paragraph ONLY if appointment is *half-time or more and at least one semester*

Since your appointment is half-time or more for at least a semester, you will be eligible for participation in the University Graduate Student Staff Health Plan. You may also enroll your spouse and dependents in the plan within 30 days of becoming insured by completing the online enrollment form through Benefitfocus -<https://one.purdue.edu/>. If you wish to waive participation in the plan you must complete the online opt-out form.

If you wish to accept this appointment, please respond in writing by April 15. Under a resolution of the Council of Graduate Schools, acceptance of an offer of financial support for the next academic year completes an agreement that both you and Purdue University expect to honor. If you accept our offer before April 15 and subsequently desire to withdraw your acceptance, you may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits you not to accept another offer without first obtaining a written release from Purdue University.

Use for *U.S. citizens or resident aliens*:

This offer is contingent upon your eligibility to work in the United States. Prior to your first day of work, you must complete Section 1 of the U.S. Citizenship and Immigration Services' electronic Form I-9, Employment Eligibility Verification. To access the electronic form, visit the Purdue University payroll site at [www.purdue.edu/business/payroll/](http://www.purdue.edu/business/payroll/). Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. After completing Section 1, you will be provided a list of acceptable documents. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department on your first day of employment.

*International Students entering from foreign countries:*

You should **not** apply for your visa or make travel plans until you receive a formal letter of admission from the dean of the Graduate School and your Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars at Purdue University. These papers will be sent to you as soon as all admission procedures are completed, admission conditions are met, and you have shown proof of sufficient financial resources to attend Purdue.

*International Students entering from within the U.S.:*

If you are transferring to Purdue University from another educational institution in the U.S., certain transfer procedures must be completed **before you come to Purdue**. After all admission procedures are completed, you will receive a Certificate of Eligibility (I-20 or DS-2019), issued by the Office of International Students and Scholars at Purdue. If you are on a J-1 visa, take the DS-2019 that was issued by Purdue to the international student services office at your current educational institution to obtain the necessary transfer approval from that institution. To complete the transfer, upon your arrival at Purdue, bring your passport, I-94 card or printed electronic record of admission from [www.cbp.gov/i94](http://www.cbp.gov/i94), and the DS-2019 showing transfer. If you are on an F-1 visa, as soon as you arrive at Purdue, bring your I-20 that was issued by Purdue, previous I-20, passport, I-94 card, or printed electronic record of admission from [www.cbp.gov/i94](http://www.cbp.gov/i94), and the international student transfer form to the Office of International Students and Scholars. That office then will process your F-1 transfer to Purdue.

Sincerely,

\*\*\*\*, Head, Department of \*\*\*\*(or other faculty/staff member with fiscal authority)

Attachment: Terms and conditions of Employment of All Graduate Students at Purdue University

## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT OF ALL GRADUATE STUDENTS AT PURDUE**

### APPENDIX C

1. To be eligible to hold any graduate staff appointment, during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work. Graduate staff employment is incident to graduate study.



2. Continued employment is subject to the availability of funds. The employment of graduate staff may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.
3. The staff privileges available to graduate student employees are set forth in the *Graduate Staff Employment Manual*. Copies of applicable pages are available from heads of graduate programs or departmental business offices. All staff members, including graduate staff employees, are expected to become familiar with and abide by the administrative procedures of the University as well as its rules and regulations in effect, from time to time, as set forth in the University policies, actions of the president, faculty, and Board of Trustees. Employees engaged in teaching are expected to become familiar with the regulations relating to students.
4. Continuation of graduate staff employment is conditional upon satisfactory performance of the work assigned and/or satisfactory academic progress. The employment of any graduate staff member may be terminated at any time prior to the expiration of the stated employment period by the University for just cause, which includes but is not limited to inadequate performance, lack of progress toward degree, budgetary constraints or misconduct, which includes the repeated or serious violation of University rules, regulations or policies. No extension or renewal of the employment renewal of the employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to such student. Graduate student employment is subject to the University's policy on Intellectual Property (I.A.1)
5. Graduate programs may have additional terms and conditions; however, these terms and conditions may not be in conflict with the contents of this manual.

## PURDUE UNIVERSITY GRADUATE STAFF APPOINTMENTS AND MINIMUM SALARIES

### APPENDIX D

#### Graduate Staff Appointment Categories

**Graduate Lecturer:** The responsibilities of the Graduate Lecturer are similar to those of the Graduate Teaching Assistant but at a more senior level. Appointment to this category is based on demonstrated excellence in teaching as a Graduate Teaching Assistant and is made at the discretion of a department head or in a manner consistent with the governance of a particular academic unit. For more information, see "Policies for Graduate Staff" (Number 3) below.

**Graduate Teaching Assistant:** The responsibilities of the Graduate Teaching Assistant could include any tasks related to the instruction of students. Graduate Teaching Assistants might have primary responsibility for a course, a section of a course, a

recitation section, or a laboratory section. A Graduate Teaching Assistant might serve as a tutor or provide assistance to a faculty member with such tasks as grading papers, preparing hand-outs, placing materials on the Web, or assisting in clinical or extension education assignments.

**Graduate Research Assistant:** A Graduate Research Assistant performs duties related to a research project or program under the guidance and direction of specific faculty members. Any graduate student staff member who is assigned to perform research duties should be classified in the category, regardless of the funding source.

**Graduate Administrative/Professional:** Duties that are generally administrative and/or professional in nature and are assigned to a graduate student staff member fall within the purview of a Graduate Administrative/Professional. For example, a Graduate Administrative/Professional might have responsibilities in a library, a development office, Intercollegiate Athletics, or the Office of the Dean of Students that are unrelated to the instruction of students in a course. Graduate Staff with athletic coaching or academic advising responsibilities should be classified as Graduate Administrative/Professionals. Graduate Administrative/Professionals are permitted in academic areas.

## GRADUATE STAFF APPOINTMENT MINIMUM SALARIES

2018-19

POSITION TITLE	ACADEMIC YEAR				FISCAL YEAR			
	0.25 FTE	0.50 FTE	0.75 FTE	1.00 FTE	0.25 FTE	0.50 FTE	0.75FTE	1.00 FTE
<b>Graduate Lecturer - West Lafayette</b>	\$8,275	\$16,551	\$24,826	\$33,101	\$9,930	\$19,861	\$29,791	\$39,722
<b>Graduate Staff - West Lafayette</b> Graduate Administrative/Professional Graduate Research Assistant Graduate Teaching Assistant	\$7,536	\$15,071	\$22,607	\$30,142	\$9,043	\$18,086	\$27,128	\$36,171
<b>Graduate Staff - Purdue Ft. Wayne</b> Graduate Administrative/Professional Graduate Research Assistant Graduate Teaching Assistant	\$6,761	\$13,522	\$20,283	\$27,044	\$8,113	\$16,226	\$24,340	\$32,453
<b>Graduate Staff - Purdue Northwest</b> Graduate Administrative/Professional Graduate Research Assistant Graduate Teaching Assistant	\$5,118	\$10,237	\$15,355	\$20,473	\$6,144	\$12,288	\$18,433	\$24,577

Based on Individual Campus Salary Policy

1. Policies for graduate staff and degree and registration requirements for all graduate students are outlined below.
2. All appointments require that services be performed at the Capacity Utilization Level (FTE) specified.
3. Unless a graduate staff appointment of at least 0.50 FTE is held, no graduate staff appointment of less than 0.25 FTE may be made. Two 0.25 FTE staff appointments are permitted.
4. A combination of appointments is possible. Appointments beyond 0.50 FTE, to a maximum of 1.00 FTE, may be made, additional graduate staff appointments must be at least 0.05 FTE and a maximum of 0.20 FTE, as long as the graduate staff member already holds at least a 0.50 FTE position or two 0.25 FTE positions.
5. Each college will establish graduate staff salaries appropriate for their departments within the limits established by this document. Salaries of continuing appointees will be reviewed annually. Adjustments for merit and/or increased responsibilities may be made by the department head.
6. University-wide salary levels will be reviewed periodically and revised as necessary.
7. Exceptions must be approved by the Dean of the Graduate School.

## **POLICIES FOR GRADUATE STAFF**

### **APPENDIX E**

1. To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. (Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.) When appropriate, graduate staff may register for “Examination

Only” or “Degree Only.” For more information, see *Policies and Procedures for Administering Graduate Student Programs* (Section V-G-2.)

2. Students must be engaged in the type of activity for which their position is funded (e.g., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.)
3. To be eligible for a Graduate Lecturer appointment, a student must have passed the preliminary examination. In addition, a Graduate lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 69900, and have served as a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. A Graduate Lecturer normally teaches courses greater than the 10000 level.
4. Exceptions must be approved by the dean of the Graduate School.

#### DEGREE AND REGISTRATION REQUIRMENTS FOR ALL GRADUATE STUDENTS

In fulfilling degree requirements, a maximum of 18 credit hours (from one or more institutions) will be allowed from any one semester. A maximum of 9 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements.

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C- or better (B- or better for 30000- or 40000- level courses) that appear on the plan of study and the appropriate number of research credit hours (69800 and 69900) with grades of S that appear on the Purdue University transcript.

1. Master’s Degree:
  - a. At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
  - b. More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
  - c. At least 30 total credit hours are required.
2. Doctor of Philosophy Degree:
  - a. At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
  - b. At least 90 total credit hours are required.
  - c. A master’s degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward

satisfying this requirement at the discretion of the student's graduate program.

## BUSINESS OFFICE CHECKLIST FOR NEW/CONTINUING GRADUATE STAFF APPENDIX F

Obtain information from department head, departmental graduate office, and/or department schedule deputy regarding new graduate staff.

Check the following for each **new** graduate staff member:

- Student is registered for at least three credit hours of graduate-level course and/or research work.
- Student is enrolled in a graduate degree or teacher license program
- Pay is within approved monthly salary rates.
- Primary appointment is 0.25, 0.50, 0.75, or 1.00 FTE.
- If student has fellowship appointment, note any restrictions on employment.
- If student is employed in another department, information is available in SAP.
- If student is assigned additional duties requiring an increase in FTE, ensure that increased FTE is added to existing positions of 0.50 FTE or greater.
- If student is an F-1 or J-1 international, appointment is not greater than 0.50 FTE.

Employee should complete the following on or before **First Day of Work**:

U.S. Citizen or Permanent Resident	International Student
Electronic <i>Form I-9</i> Employment Eligibility Verification	Electronic <i>Form I-9</i> Employment Eligibility Verification
	Glacier documentation, including <i>Form W-4</i> Employee's Withholding Allowance Certificate and <i>Form WH-4</i> Employee's Withholding Exemption and County Residence Certificate (Indiana)

Employee should complete the following in ESS after their appointment is active in SAP (on or after the hire date).

U.S. Citizen or Permanent Resident	International Student
Personal information (includes address, phone number and education)	Personal information (includes address, phone number and education)
Self-identification information	Self-identification information
Direct deposit information	Direct deposit information
W4/WH4 tax withholding information	

Additional Forms or Information that can be given to the employee:

- List of Pay Dates
- Form PP SS-P 18* Parking Permit application, along with *Form PP-SS-PF 22* student A or B Parking Permit application
- Payroll Form 52* Certificate of Residence

Review the following [Business@Purdue process documentation](#) for step-by-step procedures:

- Hiring - Student
- Change in Pay – Graduate Staff
- Separation (Termination) – Graduate Staff (RA, TA, GL, A/P)
- Transfer

## **The Purdue University Graduate School**

WEST LAFAYETTE,  
FORT WAYNE, INDIANAPOLIS, PURDUE NORTHWEST (HAMMOND, WESTVILLE)

*For further information, contact:*

The Purdue University Graduate School

Young Hall, Room 170

155 S. Grant Street

West Lafayette, IN 47907-2114

Telephone: (765) 49-42600

Email: [gradinfo@purdue.edu](mailto:gradinfo@purdue.edu)

Purdue University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce.  
July 2018