MEMORANDUM

TO: Department Heads, College of Engineering

THROUGH: Dr. M. Katherine Banks, Vice Chancellor and Dean of Engineering

FROM: Dr. Harry Hogan, Associate Dean for Graduate Programs

SUBJECT: Summer Employment of Graduate Assistants – Leave of Absence and Title Change Policies

April 10, 2019

We need your assistance in determining any proposed employment status changes for departmental graduate assistants during the months of May, June, July, and August. Depending on the student’s situation, different HR processes will need to be followed. Attached you will find a summary chart to help you determine the processes, paperwork, and approval authority needed for changes in summer employment.

Leave of Absence (LoA) – Graduate Assistant Research (GAR) and Graduate Assistant Non-Teaching (GANT) are typically budgeted for 12-month periods. GARs and GANTs do not have access to paid leave, but in some cases there is a need to maintain their employment relationship until they return from a summer absence. LoA (absences for 30 days or more) will be allowable ONLY for absences related to internships and personal leave. Department Heads are authorized to place GARs and GANTs on LoA for the summer months, given that the individual is in good academic standing and will be enrolled and return to his/her assistantship position in the fall. A Graduate Assistant Request for Leave of Absence form (http://tees.tamu.edu/personnel/forms), identifying the individuals authorized to be placed on LoA, must be completed and submitted by April 30, 2019.

Graduate Student Worker – In order to account for individuals that may benefit from a change in title over the summer months due to a reduction in job duties as a result of being in his/her final semester and therefore not able to meet the GAT/GANT/GAR eligibility criteria, it has been determined that the title Graduate Student Worker will be utilized to offer the appropriate distinction and flexibility necessary for individuals in our Graduate Programs. The Graduate Student Worker title offers the opportunity for qualified individuals to maintain benefit eligibility as well as maintaining the rate of pay commensurate with the graduate assistant’s existing rate of pay. It is important to note that the title changes to Graduate Student Worker should not be used to avoid paying benefits and/or tuition during the summer nor shall reasons related to funding and/or performance issues serve as acceptable justification.

Alternate (Off-Site) Work Location – Requests for graduate assistants to maintain employment in a work setting other than the designated headquarters (College Station) must be proposed via an Offsite Work Request (Staff & Students) form. The form must clearly distinguish the offsite business location and business necessity for the requested change. Requests for individuals returning home and/or performing duties absent a business necessity will not serve as acceptable justification. The form must be submitted and approved prior to the change in work site. The form can be found at http://tees.tamu.edu/personnel/forms

Attachments

- N. K. Anand
  - J. Crawford
  - D. Slaydon
  - M. Mitchell
  - Dept. Business Administrators
  - Graduate Instruction Committee (GIC)

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Tel. 979.845.7200  Fax 979.847.6654
engineering.tamu.edu/easa
<table>
<thead>
<tr>
<th><strong>SUMMER EMPLOYMENT ASSISTANTSHIP SUMMARY</strong></th>
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<tbody>
<tr>
<td><strong>GAT</strong></td>
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<tr>
<td>(9 month teaching appointment)</td>
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<tr>
<td>GAT receives insurance &amp; State Group Insurance Premium (SGIP) for summer</td>
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<td>No 60-day waiting period when returning in fall</td>
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<td>No Student Insurance Fee will be charged to their student fees</td>
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| Additional wage position (Engineering Student Worker) for summer possible | Leave of Absence (Eligible):  
- Internship; or  
- Personal Time Off  
Graduate Assistant Request for Leave of Absence form approved by department head will be needed | Graduate Assistants in their last semester with approval can work as a Graduate Student Worker. Requests should be submitted via a Graduate Student Worker Request form, which routes to the Associate Dean for Graduate Programs for approval. |
| If return to an assistantship in any summer month (such as August), the SGIP (State Group Insurance Premium) would have already been accounted for. | Leave of Absence (Not-Eligible):  
- Addressing loss of funding issues;  
- Avoiding paying benefits and/or tuition; or  
- Avoiding of summer enrollment.  
*If position cannot be supported or meet eligibility requirements, individual will need to be terminated.* | Requests for an Alternate Work Location should be submitted via an Offsite Work Request (staff & students). The form must clearly distinguish the offsite business location and business necessity to work in a setting other than the designation headquarters. |
| If return to GAT/GAR/GANT in Fall, no break in coverage |  | Retroactive Termination: If at any point the GAT/GAR/GANT needs to be terminated in the summer because he/she will not return in the fall, then the termination will be based on the last working day. If on Leave of Absence the last working day would be in May. The insurance will end in May, the insurance premiums to the employee and the State Contribution will be refunded. |

This guide is intended to serve as a reference tool and to provide general information and is not to be considered official policy. If any conflicts arise between the information in this guide and the applicable official policy, the official policy shall prevail.