

April 9, 2007

MEMORANDUM

To: Academic Department Heads
Principle Investigators

From: Bruce McCandless, Director, Research Affairs Office
Josh Kroner, Assistant Graduate Dean

Subject: **1. Deadline for Summer Graduate Appointments**
2. New Minimum Rates of Pay; Policy Change for Implementing Future (FY08) Graduate Stipend Increases

1. Summer and Other Graduate Appointments Beginning May 27, 2007

For AY 2007-2008, summer assistantship employment begins May 27, 2007 and all assistantship employment must end by May 24, 2008. **If you are appointing a graduate student employee to begin work on May 27, 2007, whether for just the summer or for a longer period of time, you must submit the fully completed and signed assistantship form to the Graduate Assistantship Office no later than May 4, 2007.** To be paid on time, these graduate student employees need to receive their first paycheck by June 15. Graduate assistantship appointments may be written for up to a one year period beginning May 27, 2007 and ending with the last payroll date of the spring semester (May 24, 2008).

2. New Minimum Hourly Rates of Pay; New Policy for Implementing Stipend Increases

New minimum hourly rates of pay have been established and in effect as of January 1, 2007. **Future negotiated contract increases will be made centrally regardless of the source of funding, on the specified effective dates, in accordance with the GEO/University contract and applicable laws.**

This is a change from previous practice that allowed PI's with grant-funded appointments to implement the contractual pay increases on an earlier timetable. This new policy does not preclude departments and PIs from increasing stipends, funded from any source of funds, to any rate of pay, at any time they choose. However, be prepared to see whatever rate of pay submitted on the GFAF's to automatically increase centrally by the newly negotiated amounts, on the specified effective dates, and charged to the appropriate account. If contracts are retroactively funded, all accounts will be charged retroactively with the appropriate increases. Unless you have good reason and the budgetary support to do otherwise, it is our advice to use the same pay rates you used this spring for the summer, full year, and fall appointments for ALL sources of funding. The

timeline and percentage increase for FY08 stipend increases are currently uncertain, but if prior years are an indication raises will most likely be effective January 1, 2008, and approximately 3-4%.

Please note: If you paid graduate student employees this spring at the estimated rate of \$18.27 per hour – which we sent out in the late fall to enable spring appointment processing – then you **MUST** continue to pay those graduate student employees the \$18.27 rate. You may pay new, incoming graduate student employees \$18.25 per hour or you may pay new graduate student employees \$18.27 – that choice is yours, but continuing graduate student employees that already received the rate of \$18.27 must continue to receive \$18.27.

School and College New Minimum Rates of Pay

<i>Funding Area</i>	<i>As of 1/1/2007</i>
Academic Affairs (all other AA departments except for the schools & colleges listed below)	\$18.25
• College of Humanities & Fine Arts	\$18.25
• College of Natural Sciences & Mathematics	\$19.34
• College of Social & Behavioral Sciences	\$18.25
• School of Education	\$18.25
• College of Engineering	\$18.94
• College of Natural Resources & the Environment	\$18.25
• Isenberg School of Management	\$18.91
• School of Nursing	\$18.25
• School of Public Health & Health Sciences	\$18.25
Student Affairs Executive Area	\$18.25
Administration & Finance Executive Area	\$18.25
Chancellor's Executive Area	\$18.25
University Advancement	\$18.25

Thank you for your cooperation with this.