



Southeastern Louisiana University

Salary Schedule

*Graduate Assistant Handbook
Part V: Rights and Privileges Pertaining to Graduate Assistants
Section A. Salary Schedule*

TEACHING FELLOWS, RESEARCH ASSISTANTS, TEACHING ASSISTANTS, PROFESSIONAL SERVICES ASSISTANTS, ADMINISTRATIVE ASSISTANTS

This policy shall apply to all graduate assistants, regardless of the source of their funding.

The base salary for graduate teaching fellows is \$4,500 for the fall and spring semesters and \$2,250 for the summer.

The base salary for research and teaching assistants is \$4,500 for the fall and spring semesters and \$2,250 for the summer.

The base salary for professional services assistants is \$12.03 per hour for 20 hours per week or approximately \$3,850 for the fall and spring semesters and \$1,925 for the summer.

The base salary for administrative assistants is \$10.46 per hour for 20 hours per week or approximately \$3,350 for the fall and spring semesters and approximately \$1,675 for the summer.

Discretionary Authority for Budget Units

1. Budget units employing more than one graduate assistant shall have the discretionary authority to pay varying salary rates by reducing the total number of positions they are allocated in order to use the funds saved to pay certain graduate assistants higher salaries than others or by supplementing University funded graduate assistantships with funds from external sources.
2. Budget units electing to pay varying salaries rates must not exceed the total amount of funding allocated to their budgets.
3. Budget units may not reduce the salaries for graduate assistants below the base or minimum rate allowed in order to increase their allotment of positions.
4. With the approval of the Dean of Research and Graduate Studies, graduate assistant positions may be split on a 50 percent basis, provided the work required is reduced by 50 percent. No other division of salaries, tuition, and work is permitted. Graduate assistants working on a split basis are responsible for clocking in the correct department.

5. Budget units may reduce or eliminate the number of graduate assistant positions allocated to them for the summer to use the funds saved to increase assistantship salaries for the fall and/or spring, or vice versa.
6. Budget units paying some graduate assistants higher salaries than others must define the higher level of assigned duties or qualifications and receive the prior approval of the Dean of Research and Graduate Studies.
7. Within these guidelines, the minimum and maximum rates for the categories of graduate assistants are:

Teaching Fellows, Research Assistants and Teaching Assistants

Maximum of \$6,000 per fall and spring semester and \$3,000 for the summer.
 Minimum of \$4,500 per fall and spring semester and \$2,250 for the summer.

Professional Services Assistants

Maximum of \$4,350 per fall and spring semester and \$2,175 for the summer.
 Minimum of \$3,850 per fall and spring semester and \$1,925 for the summer.

Administrative Assistants

Maximum of \$3,850 per fall and spring semester and \$1,925 for the summer.
 Minimum of \$3,350 per fall and spring semester and \$1,675 for the summer.

8. In addition to the above salary, the remuneration includes a full waiver of both in-state and out-of-state tuition, plus a waiver of the international student fee.
9. The waiver for both in-state and out-of-state tuition will be added to the graduate assistants' taxable incomes.
10. Graduate Assistants will receive tuition waivers as follows:

SPRING AND FALL SEMESTERS

 - GA's who begin their assistantships within the first nine working days of the spring and fall semesters will receive a 100 percent tuition waiver.
 - Those who begin on day ten through day 18 will receive a 75 percent waiver.
 - Those who begin on day 19 through day 27 will receive a 50 percent waiver.
 - Those who begin on day 28 through day 35 will receive a 25 percent waiver.
 - Those who begin after day 35 will receive no tuition fee waiver.

SUMMER SEMESTER

 - GA's who begin their assistantships within the first four working days of the summer semester will receive a 100 percent tuition waiver.
 - Those who begin on day 5 through day 9 will receive a 75 percent waiver.
 - Those who begin on day 10 through day 14 will receive a 50 percent waiver.
 - Those who begin on day 15 through day 19 will receive a 25 percent waiver.
 - Those who begin after day 19 will receive no tuition fee waiver.
11. GA's taking Term classes during the summer will be eligible for a full tuition waiver but must work 20 hours a week both terms.
12. For each assistantship position, budget units are responsible for paying 100 percent of the salary and 100 percent of the tuition waiver. No partial payments of either will be allowed without the prior permission of the Dean of Research and Graduate Studies.

Remuneration From External Funds

1. Principal Investigators shall negotiate salary levels with funding agencies. Salaries greater than the standard rate must be based on special needs clearly documented in the grant and approved in advance of submission of the grant proposal by the Dean of Research and Graduate Studies.
2. All graduate assistantship positions funded from external sources must be carefully and meticulously documented as to the hours and dates worked, duties performed, and any other requirements established by the funding agencies.
3. The University supports the payment of out-of-state tuition as a match in proposals for external funding only in those instances where the funding agency's rules prohibit the agency from paying out-of-state tuition.
4. For each assistantship position funded from external sources, budget units must pay 100 percent of the salary and 100 percent of the tuition. No partial payments of either will be allowed without the prior approval of the Dean of Research and Graduate Studies.

REGULAR PAY PROCEDURES

Non-teaching graduate assistants are paid bi-weekly on an hourly basis. Departments are responsible for monitoring the hours worked by graduate assistants for budget purposes.

Graduate Teaching Fellows are paid five times during a regular semester. If a scheduled pay day falls on a holiday, payment will be on the day preceding the holiday.

All required deductions, such as federal and state taxes, will be automatically deducted from paychecks based on the completed W-4 and L-4.

Please review your paycheck for errors. If you find a mistake, immediately report it to your supervisor who in turn needs to report the error to the Payroll Department. If you still have the check, the Payroll Department may be able to void and reissue the check. If you cash the check, you will have to wait until the next pay period for the check to be adjusted accordingly.

In the event your paycheck is lost or stolen, notify the Payroll Department immediately. The Payroll Department will attempt to put a stop payment notice on your check. If the Payroll Department is able to stop payment you will be issued another check. However, the University is unable to take responsibility for lost or stolen paychecks and if the University is unable to stop payment, you alone will be responsible for the loss.

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