

## 1.1 GRADUATE ASSISTANT PROGRAM

Each year Central Christian College of Kansas may select Graduate Assistants (GA) who are looking to enroll in graduate degree program(s) at Central Christian College of Kansas. These positions are determined on a case-by-case basis, which includes consideration of need and available budget.

From the College's perspective, GA's are, first and foremost, graduate students pursuing an education. The *work* associated with the GA position is viewed as an integral part of that education. Therefore, the College is committed to ensuring that GA's assignments are productive, enhance student qualifications, meet workload goals, and are consistent with the educational objectives of the student's program.

Currently, GA positions are reserved for full-time degree seeking students and enrolled in a CCCK graduate program.

Recipients of a graduate assistantship may not work more than 29 hours per week during the school year and 40 hours a week during the summer. The graduate assistant will complete weekly timecards and submit to Payroll to ensure sufficient time is available to be academically successful. Graduate Assistants are expected to adhere to the standards outlined in the CCCK Policies and Procedures Manual, which is a guide for employee behavior and conduct.

Graduate assistantships are very competitive and are not available for every department or every graduate student.

The Graduate Assistantship Program is housed in the Office of the Chief of Staff, in conjunction with the Human Resource department. Under no circumstance will a department offer a graduate assistantship without adhering to the policies outlined herein.

### 1.1.1 Eligibility

To be eligible for an assistantship, students:

- Must be matriculated into a degree-seeking Master's program at CCCK
  - A GA may begin their *work assignment* prior to beginning of the program, if the program is scheduled to start within the same semester.
- Must maintain minimum credit requirements.
- Maintain good standing (3.0 cumulative GPA).
- International students must possess necessary visa and other documents required for U.S. employment.
- Students who complete the program, may continue his or her *work assignment* until the end of their contract date (either the semester or current academic year), at the request of their supervisor and based on need.

### 1.1.2 Expectations

Departments utilizing graduate assistants will provide information about responsibilities, expectations, workspace, support services, etc. to the Graduate Assistant through a job description. Departmental policies and procedures should be described and discussed with the departmental director. Policies surrounding the tuition benefit, dismissal or resignation should be addressed by the HR/Chief of Staff.

Standards of professional behavior expected in carrying out the terms of the appointment should be made in writing through a Graduate Assistant position agreement. Graduate assistants should be informed that their assistantship can be terminated prior to expiration of the period of service or the length of the graduate program if the terms of the appointment are not met.

Graduate Assistant agrees any employment outside of CCK comes secondary to this appointment.

The graduate program has two terms: Fall (July - December) and Spring (January - June). GA's will work throughout both terms. GA's receiving housing and meals should not exceed 29 hours per week in totality for all *work assignments*. GA's not receiving housing and meals should not exceed 20 hours per week in totality for all *work assignments*.

In mid-May through mid-August meals will no longer be available due to the residential campus closing for the summer. GA's will only be required to work 20 hours a week during this time. However, if a GA would like to earn additional income, they may apply to work on campus (via maintenance or other open positions) up to 40 hours a week, earning additional income above the 20 hours required for their Graduate Assistantship. If a GA works over 40 hours a week, overtime will be paid based on minimum wage. International students may be limited based on Visa status. GA's may work off campus, as long as they fulfill the academic duties and 20 hours a week on campus.

Supervisors are not permitted to move time worked in a paid status or adjust time worked in a paid status to another payroll period to avoid overtime payments.

### 1.1.3 Limitations

GA's may be re-appointed to assistantships for successive terms, but renewal is not automatic or guaranteed. Factors entering into a decision to reappoint a graduate assistant may include:

- Satisfactory academic performance and progress toward degree;
- Satisfactory performance of assigned assistantship responsibilities and duties;
- Availability of funds;
- Departmental or institutional limits on the number of years for which an assistantship may be held;
- Specific departmental needs, constraints and policies, including efforts to identify qualified students to benefit from assistantships.

### 1.1.4 Remuneration

Remuneration varies by category. Please see the remuneration schedule as follows:

|             |            | Tuition | Compensation (over 12 months) |                  |
|-------------|------------|---------|-------------------------------|------------------|
|             |            |         | Non-Housed                    | Housed (w/meals) |
| Athletic    | Non-Exempt | 100%    | \$400/Month                   | \$300/Month      |
| Residential | Non-Exempt | 100%    | \$400/Month                   | \$300/Month      |
| Other       | Non-Exempt | 100%    | \$400/Month                   | \$300/Month      |

Along with a monthly stipend, graduate assistants may also receive compensation in the form a housing and meal plans. Graduate assistants may be housed with other graduate assistants in apartment or homes not filled by undergraduate students. In the case that there is no available housing, other

accommodations may be made. If a graduate assistant chooses to obtain their own housing, there will be no compensation for housing. In addition, GA's may receive reduced cost (or not cost) access to meals served through the Dining Hall. The GA will be responsible for meals when the Dining Hall is not in operation. GA's who are eligible in their sport are not allowed to play, while in the Graduate Assistantship Program. A student can apply to the GA program after finishing their eligibility.

#### 1.1.4.1 Tuition

Tuition reduction is a fringe benefit granted in excess of the reasonable compensation paid as a stipend and cannot be converted into a cash benefit. Tuition reduction is equal to the full amount of tuition, excluding special course fees, books, late fees or other related fees. Tuition reduction benefits that are offered for a particular semester, but are not used in that semester, will be forfeited and will not be paid directly to a student under any circumstances.

Tuition benefits may not be used for undergraduate credits, except, tuition reduction benefits may be used for undergraduate classes taken to satisfy graduate degree requirements as part of a plan of study that has been approved in writing.

Tuition reduction typically maxes out at 12 credits per semester/term (with a total of 36 credit hours for the entirety of the program).

#### 1.1.4.2 Other Remunerations

Graduate assistants may receive a stipend contingent upon continued participation in the graduate assistant program and satisfaction of the requirements set forth in the GA agreement. The stipend will be paid in monthly installments, on dates established by CCKK. Federal and state taxes, if applicable, will be withheld from each monthly stipend payment.

Graduate Assistants are not eligible for employee benefits or insurance.

Residential GA's remain responsible for all applicable housing fees, including parking, student health insurance (required), etc.

If on the meal plan, the GA is responsible for meals when the Dining Hall is not in operation.

#### 1.1.5 Appointing Graduate Assistants

The School of Graduate Studies aims for the population of graduate assistants at CCKK to represent the diversity of students in the general population. Central Christian College of Kansas complies with Titles VI and VII; when possible and appropriate, vacancies for graduate assistantships should be advertised on the school's employment website. Vacancies should be advertised as broadly as possible to ensure equal access to the assistantship position.

#### 1.1.6 Requesting Graduate Assistants

In order to request a graduate assistant, the appointing department must submit a Graduate Assistant Request Form to the Chief of Staff.

Departments seeking to fill a GA position need to submit the following:

- Projected length of appointment
- Projected Time Commitment
- Job Duties

- Hiring Department and Supervisor
- Any special requirements related to leave, scheduling or other terms

Residential and Other Graduate Assistantships are considered on a case by case basis. Typically, Athletic Graduate Assistantships are considered in relation to roster size, at a 1/15 ratio. However, special consideration is given to teams based on the following priorities (dependent on budgetary resources):

- Equity (Title IX)
- Roster Size
- Sport Related Needs
- JV Programs
- In season responsibilities
- Athletic Director consideration

All other necessary paperwork should be completed and submitted to the Chief of Staff. After approval of the assistantship, which is conditional upon available funds, the assistantship opening along with job description will be posted on the employment website.

The specific agreement will be developed by the Chief of Staff. No GA may begin working until all paperwork has been submitted and the final agreement has been signed off by the Chief of Staff/Human Resource.

#### 1.1.7 Apply for the Position

After receiving acceptance into the program with Admissions, any candidate for the Graduate Assistantship should submit the following items:

- A cover letter
- Resume
- Completed GA application
- Personal Testimony of Faith
- Character reference letter (with contact info)

Graduate assistantship applications are reviewed according to specific criteria, such as academic records, experience, time available for work by applicants, etc. Applicants will not be considered if they fail to submit the aforementioned documents.

The Office of Human Resources will complete a background check.

#### 1.1.8 Evaluation of Graduate Assistants

Departments hiring graduate assistants are responsible for assessment of their performance. Performance assessment is an ongoing activity. After each term, there will be an evaluation of the graduate assistant's academic performance [Maintaining a 3.0 GPA] by the Chief of Staff's Office and a professional performance [by the supervisor via online form provided by the COS] in which the supervisor will either recommend a termination or continuation of the graduate assistant. Personnel matters related to a graduate assistant, must be done in a confidential setting and only include necessary staff members.

### 1.1.9 Change in status and dismissal

Any change of status must be processed through the Chief of Staff. If a graduate assistant's appointment is terminated [loss of funding, for cause, academic delinquency, leave of absence, by written notice, force majeure and/or by voluntary mutual agreement] before the completion of the appointment period, the tuition benefits also terminate and the student is responsible for personal payment of tuition on a pro-rata basis for the remainder of the semester and for any future terms.

If a GA leaves the program through [loss of funding, for cause, academic delinquency, leave of absence, by written notice, force majeure and/of by voluntary mutual agreement] the College will not hold a spot open for the participant to return. If an individual wants to return to the program, they must reapply if at that point the Graduate Assistantship is available.

A GA who is no longer part of the program will be asked to vacate housing within two weeks and will not have access to meals.

Upon completion of the program, there is no further encumbrance for either party.