



UNC CHARLOTTE

9201 University City Blvd, Charlotte, NC 28223-0001

Date: February 25, 2020

To: Dr. Concepción Godev
Graduate Council Chair

From: Dr. Manuel A. Pérez Quiñones
Chair, Graduate Funding Committee

The Graduate Student Funding Committee moves that we adopt the attached proposal concerning the definition of Graduate Teaching Assistant and Graduate Research Assistant. Of particular note is the removal of Graduate Administrative Assistant as an option for graduate assistantships.

Human Resources, in consultation with Legal Affairs, is implementing the U.S. Department of Labor changes to the Fair Labor Standards Act, beginning July 1st, 2020. Any student employee with a clerical, administrative, or otherwise non-educational position (working in an administrative office, not involved in instruction or research with faculty, etc.), must be hired as a student temporary worker. Please see [Fact Sheet #17S](#) that explains that these students are protected under the FLSA, eligible for overtime pay, and therefore must be hired as hourly employees rather than via eGA with a non-hourly salary. Thus we have removed the definition of Graduate Administrative Assistant as an option.

We have discussed these position definitions with Graduate Program Directors, presented an earlier version to the Associate Dean's Council and had conversations about the changes with several colleges and programs at their request.

We also respectfully request that this policy, once approved, be included in the Academic Policies and Procedures page¹ maintained by the Office of the Provost. We request that the following phrase be stricken from that page, as it is the intention of the Graduate School to place all of our policies on that same website.

~~Graduate-specific policies and procedures will be added at a later date and can currently be found in the Graduate Catalog.~~

¹ <https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures>