

CENTRAL MICHIGAN UNIVERSITY

BENEFIT PROGRAM FOR

GRADUATE TEACHING & ADMINISTRATIVE ASSISTANTS ¹

Benefits available to teaching and administrative assistants are briefly summarized below. More detailed information about these programs may be obtained by contacting Faculty Personnel Services at 989-774-3368.

RESIDENT (U.S) TUITION RATES

All graduate assistants are eligible for Resident (U.S.) tuition rates, effective with the beginning of the assistantship and continuing through the subsequent summer. For graduate assistants working on a doctoral program, this classification remains in effect for the balance of their program.

TUITION WAIVER BENEFIT

ELIGIBILITY

Full-time graduate teaching and administrative assistants enrolled in Central Michigan University's **master's** programs receive a tuition waiver benefit for up to twenty (20) credit hours during the academic year. An appointment less than full-time will be prorated accordingly. This also includes Specialist degree students with fewer than thirty (30) hours beyond the baccalaureate.

Graduate teaching and administrative assistants enrolled in Central Michigan University's **doctoral** programs receive a tuition waiver benefit for up to twenty-four (24) credit hours, provided they have at least a half-time GA appointment. With less than a half-time appointment, the tuition waiver benefit is prorated, using twenty-four (24) credits as a base for a half-time appointment. This also includes Specialist degree students with thirty (30) or greater hours beyond baccalaureate.

The chart below provides a summary of the number of tuition credits available to a graduate assistant, based upon the appointment level and term of appointment. Graduate assistants should refer to their original appointment letter to identify the term and level of their appointment.

Appt Level	Masters Program Tuition Credits*		
	If Appointed Fall Term	If Appointed Spring Term	If Appointed Summer I & Summer II
100%	10	10	10
75%	8	8	8
50%	5	5	5
25%	3	2 ²	3
Appt Level	Doctoral Program Tuition Credits*		
	If Appointed Fall Term	If Appointed Spring Term	If Appointed Summer I & Summer II
100%	12	12	12
75%	12	12	12
50%	12	12	12
25%	6	6	6

*Total # of credits reflects a start and end date that coincides with the beginning and end of a semester. GAs who start after the beginning of the semester, or end prior to the end of the semester, will have their tuition waiver benefit prorated.

APPLICATION

The tuition waiver benefit is considered a financial aid resource and must be reported to the Office of Scholarship and Financial Aid (OSFA). The OSFA will review the financial aid award and revise the award as appropriate, which may include reduction or cancellation of any need-based aid.

Tuition is paid at the standard on-campus rate only. The student is responsible for paying fees and any excess tuition owed. Any refund received as a result of over reimbursement from a tuition waiver will be returned to the University. It is the student's responsibility to confirm eligibility.

Graduate assistants who resign or terminate an assistantship prior to completing the full term of their appointment may forfeit a portion of the tuition benefit. In this circumstance, the tuition waiver benefit will be prorated based on the percentage of the appointment fulfilled and may result in a balance due on the student's account, for which the student will be responsible.

Please refer to the Graduate Assistant Tuition Waiver Guidelines for more information on this program and instructions on how to request a tuition waiver.

To utilize the tuition waiver benefit, graduate assistants MUST submit an online tuition waiver request.

STUDENT SERVICES FEE

The Student Services fee is eligible to be covered by the graduate assistant tuition waiver program. Full-time graduate assistants will have the full fee waived; graduate assistants appointed on a part-time basis will have the fee waived at a prorated amount based upon the portion of their assistantship to a full-time appointment. The Student Services fee will only be waived during the semesters in which a student is actively employed as a graduate assistant.

Graduate assistants are responsible for paying all other fees.

Waiver of the Student Services fee will be initiated by Faculty Personnel Services. Graduate assistants do **NOT** have to initiate a request for this fee to be waived.

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EARNED SICK TIME ACT (ESTA)

Under Michigan's Earned Sick Time Act (ESTA), graduate assistants are eligible to receive one hour of earned sick time for every 30 hours worked, up to a maximum of 72 hours per calendar year. Earned sick time is calculated based on the appointment level of the assistantship. This earned sick time is frontloaded and is available for use during the applicable calendar year. Unused earned sick time does not carry forward from one calendar year to the next. Graduate assistants may view their earned sick time balance on their pay statement.

Earned sick time can be used in one (1) hour increments. To utilize earned sick time, graduate assistants must follow their department's procedures for reporting absences.

Retaliatory personnel action taken by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited and employees have the right to file a complaint with the Michigan Department of Labor and Economic Opportunity for any violation of this act.

More information on the Earned Sick Time Act and the terms under which earned sick time may be used can be found in CMU's Earned Sick Time Act (ESTA) policy (www.cmich.edu/ESTA_policy) or on the Michigan Department of Labor & Economic Opportunity's Earned Sick Time Act (ESTA) poster (www.cmich.edu/ESTA).

TRAVEL ACCIDENT INSURANCE

Individuals are automatically covered under the University plan which provides a benefit of \$25,000 to a beneficiary for accidental death while traveling on University business. Travel to and from work is not covered.

WELLNESS

Graduate teaching and administrative assistants shall receive a wellness allowance. This amount shall be based on a full-time appointment for the full academic year. Graduate assistants appointed on a part-time basis shall receive a wellness allowance based upon the proportion of their part-time appointment to a full-time academic year appointment. The wellness allowance is paid on a per pay basis.

¹ These benefits are applicable to Graduate Teaching & Administrative Assistants included in the Graduate Student Union (GSU). Graduate Administrative Assistants not included in the GSU (i.e. Athletics and Enrollment Student Services graduate assistants) are provided benefits applicable to Graduate Research Assistants.

² Graduate assistants at the master's level, appointed one-quarter time for the academic year are eligible for five (5) credits total; however, if appointed for a single semester, are eligible for three (3) credit hours.