



DRURY  
UNIVERSITY

# **Graduate Assistant Policy Handbook**

*Human Resources*

REV. 06-2023

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## **Important Contact Information**

Graduate Assistant Website

<https://www.drury.edu/graduate/graduate-assistantships/>

Job postings, general Graduate Assistant information

Human Resources

[hr@drury.edu](mailto:hr@drury.edu)

(417) 873-7434

Burnham 107

Employment questions

Financial Aid

[fa@drury.edu](mailto:fa@drury.edu)

(417) 873-7312

Tuition questions

Graduate Programs

[grad@drury.edu](mailto:grad@drury.edu)

(417) 873-7530

## **Welcome**

We are pleased to welcome you to your new position at Drury University and wish you success in your appointment and studies. You are a valuable part of Drury's workforce, and we are excited you chose to take advantage of this opportunity to further your education and workforce experience.

## **The Purpose of the Guide**

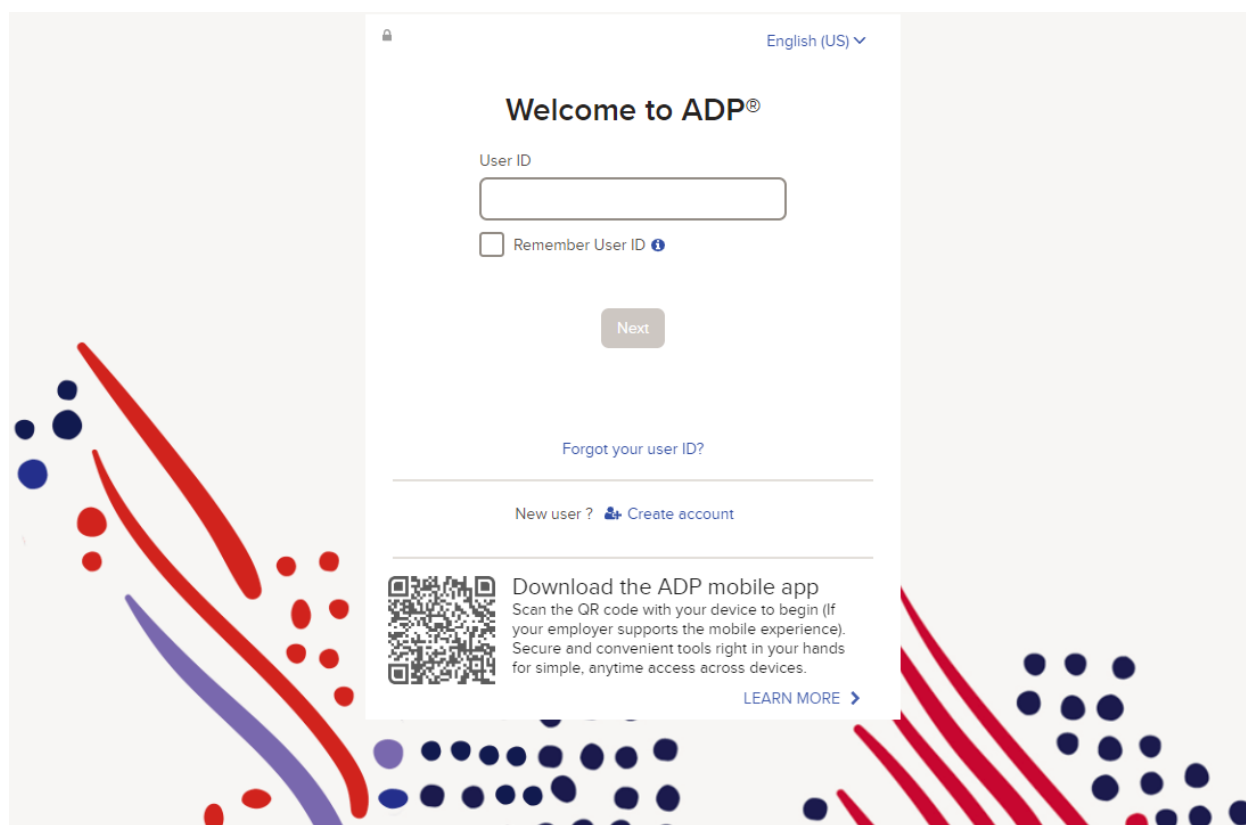
The purpose of this guide is to provide an overview of Drury University's policies, procedures, and responsibilities that pertain to Graduate Assistants (GAs). This document is not exhaustive to this end. Each Graduate Assistant should communicate with his/her/their supervisor to ensure he/she/they fully understand what is expected of him/her/them. This document also provides instructions regarding completing required training, recording work hours, and how to access pay information in addition to several other tools you may find useful.

## Getting Started: ADP Onboarding

Once you have been offered a Graduate Assistant position, you must complete onboarding, including registration with ADP and new hire (online) paperwork. The only paper form that will need to be completed is Form I-9. HR will send you an email regarding setting up an appointment to complete this form in person in the HR office (Burnham 107) with appropriate identification. You will make your appointment by calling (417) 873-7434.

The form is located at this link: [Form I-9 and Acceptable ID Documents](#)

To complete your other onboarding paperwork, check your email for a message from ADP and complete registration. The website for ADP is <https://workforcenow.adp.com>. This is what ADP looks like:



Upon hire, you will receive an email guiding you through the registration process. Form I-9 and ADP Onboarding is required before you can begin work.

## Required Training and TO-DOs

As a Graduate Assistant, your employment generally follows the staff policy handbook. As such, you should review the staff policy handbook, which can be found on the Human Resources website at [Drury Staff Handbook](#). **Graduate Assistants should read both the Staff Policy Handbook and Graduate Assistants Handbook and then do the following:**

- \* Print and sign the Staff Member Handbook Acknowledgement Form (embedded within the handbook) and email it to [hr@drury.edu](mailto:hr@drury.edu).
- \* Print and sign the last page of this GA handbook and email it to [hr@drury.edu](mailto:hr@drury.edu).
- \* Print and sign the Substance Abuse Policy Acknowledgement (embedded within the handbook) and email it to [hr@drury.edu](mailto:hr@drury.edu).
- \* Annual online training is required. An email from Safe Colleges will be sent to the Graduate Assistant with the required training; completion is recorded electronically:
  - Title IX and Sexual Misconduct training
  - FERPA (Family Educational Rights and Privacy Act)
- \* If your position requires you to drive for the University, your supervisor will direct you to complete driver training.
- \* Review the active shooter training video:  
<http://www.drury.edu/security/active-shooter-training-videos>

Within the first few weeks of the fall semester, you will be notified of GA Orientation. Attendance is mandatory.

## At-Will Employment / Termination of Employment

Your part-time, non-exempt employment by Drury is “at-will.” This means that Drury is free to end your employment anytime, with or without advance notice. We request that you provide two weeks advance notice and a letter of resignation before leaving in order to remain in good standing with the University.

## Timekeeping Basics for Non-Exempt Staff

### DEFINITIONS:

Standard Workweek: Seven (7) days, 12:01 a.m. Sunday through Saturday midnight

Hours in the Standard, Full-time Workweek: 40 hours per week

Hours in the GA Workweek: Either 10, 20 or 29 hours, based on the terms of your GA appointment

### OVERTIME—FAIR LABOR STANDARDS ACT REQUIREMENTS:

Staff members classified as **non-exempt** from the Fair Labor Standards Act must be compensated for hours worked in excess of the standard workweek.

### AUTHORIZATION OF OVERTIME:

Non-exempt staff may not work more than the standard number of hours in their workweek without prior authorization from their supervisor(s). Unless specific advance approval is given by the non-exempt staff member’s supervisor, non-exempt staff are prohibited from taking work home or performing any services for the university from remote locations. Non-exempt staff who work overtime or who perform work off-premises without prior approval are subject to disciplinary action. (Note: A GA should never work more than either 20 or 29 hours per week so overtime should never be an issue. This information is only included for full disclosure purposes.)

### OVERTIME COMPENSATION:

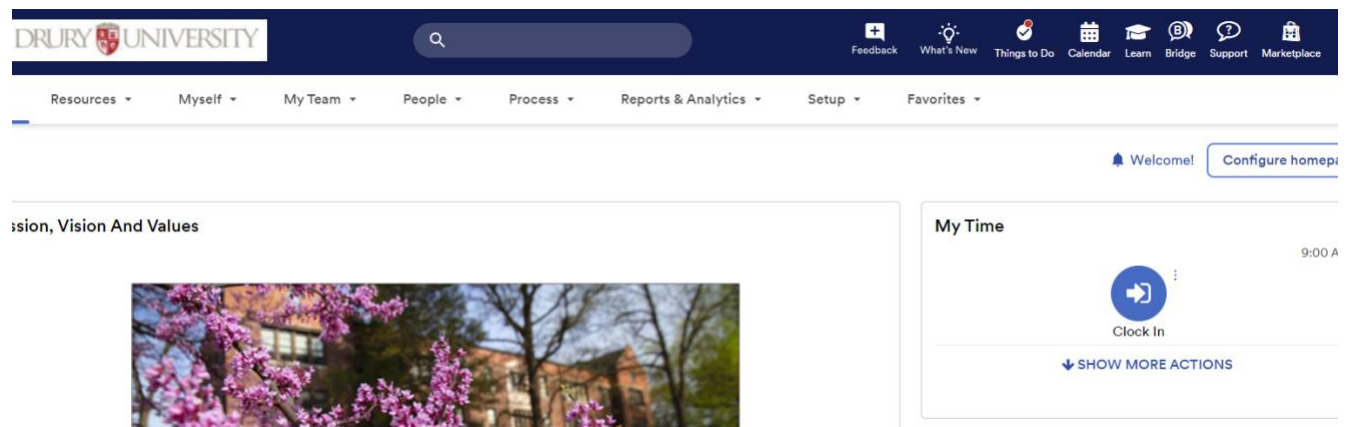
Non-exempt staff who work more than 40 hours in the standard workweek must receive overtime pay at the rate of 1-1/2 times their wage rate for each hour worked in excess of 40 hours. Overtime requirements may be waived by agreement between the supervisor and staff member. Overtime hours submitted to payroll by the timesheet due date will be compensated on the next regular pay date.

Non-exempt staff members will be paid for all overtime. The law requires Drury University to pay overtime for hours worked in excess of 40 per workweek. **The use of comp time is not permitted and cannot be used in lieu of overtime pay.**

### RECORDING TIME WORKED:

All hours will be entered into ADP using the time clock. Graduate Assistants will only be paid for the hours that they work and record in the time clock. This is how the

time clock looks on the main login page of ADP:



If you only work a few hours and don't take a lunch break, just use the clock in / clock out functions. If you work a longer shift with a break for a meal (or class), use clock in, meal out, meal return, then clock out functions, in that order.

### **WHAT IF YOU FORGET TO CLOCK IN OR OUT?**

If you forget to clock in or out or miss a punch, notify your supervisor. He or she can help you correct the punch.

### **PROHIBITION OF WORK PERFORMED "OFF-THE-CLOCK":**

Non-exempt staff are specifically prohibited from performing any work for the university "off the clock". No one has the authority to allow or ask, directly or indirectly, any non-exempt staff member to perform any work for the university "off the clock". In all cases, all time worked by non-exempt staff MUST be recorded in ADP and will be compensated.

Any employee who is aware of any non-exempt staff member being allowed or asked directly or indirectly, to perform any work for the university "off the clock" should immediately report the situation to Human Resources. The university will assure that any unpaid wages due are paid, and there will be no retaliation against any employee for reporting any "off the clock" work or any request for "off the clock" work. Accurately recording time worked and leave time is the responsibility of every non-exempt staff member. Federal and state laws require Drury to keep an accurate record of time worked in order to calculate staff members' pay and benefits. Altering, falsifying, or tampering with someone else's time clock is strictly prohibited.

Questions regarding the above information or the Fair Labor Standards Act should be directed to the Human Resources Department.



## Getting Paid

Graduate Assistants will be paid bi-weekly, and all pay will be direct deposited into the bank account established during ADP registration. If a Graduate Assistant would like for all or part of his/her/their paycheck to be applied to his/her/their Drury account, he/she/they should notify HR and an appropriate form will be provided.

## Supervisor Expectations / Evaluations

The job a Graduate Assistant holds is a real job in every sense of the word. Students not willing or able to perform the functions of the job, who fail to follow certain policies and procedures will face disciplinary action up to and including termination of employment.

Graduate Assistants will receive annual performance evaluations on the [GA Evaluation Form](#) from their supervisors which should be completed in April of each year. The GA will be evaluated on their performance based on the criteria below:

- Position Performance
- Character
- Accountability and Responsibility
- Critical Thinking and Problem Solving

The Graduate Assistant will have the ability to add their own comments to the evaluation as well if they desire.

## Evaluation Rating Scale:

1. Below Expectations — Performance fails to meet the requirements of the position.
2. Meets Expectations — Performance represents what is “expected” of a trained, experienced, successful employee.
3. Exceed Expectations — Performance represents a level that exceeds job requirements.

## Graduate Assistant General Guidelines

As a Graduate Assistant, the student is making a significant commitment to Drury University by agreeing to achieve exceptional academic performance in their degree program and carry extensive professional responsibilities. Graduate Assistants are compensated for their service with a stipend and scholarships.

The following guidelines concern the most basic aspects of your employment with Drury University. It is your responsibility to read and follow these guidelines.

Generally, the first violation will result in verbal counseling. The second violation may result in a written warning. Future violations within a two-year time period will result in further disciplinary actions including suspension or termination. Violations that result in injury to another, theft, intentional destruction of property, general disruption of the workflow, or any other serious violation may result in immediate suspension and/or termination. Verbal counseling and written warnings may be received via email from your supervisor, especially for an attendance-related issue.

Supervisory counseling with staff members is designed to establish an equitable system of corrective action for staff members who do not adhere to these work rules or to elevate job performance to an acceptable level. The standards of conduct and job expectations are described below for staff employed by the university. A timely, fair, and objective review is made before the decision to take corrective action is made.

### **Graduate Assistants are expected to:**

1. Be at their workstations, prepared to start work; at the time the workday starts; attend scheduled shifts, be punctual, and conform to scheduled lunch and break periods. In the event a staff member is unable to attend a scheduled shift, he/she/they must notify his/her/their supervisor prior to the absence. It is unacceptable to simply not show up for a scheduled shift. Progressive counseling procedures will be applied and enforced. Failure to show up or call for one shift will result in verbal counseling. Subsequent “no call no show” shifts will result in disciplinary action up to and including suspension and/or termination.
2. Check your Drury email account. All employment information will be emailed to this email address. Supervisors may also contact you via email.
3. Respect and maintain confidential and/or sensitive information received or reviewed while conducting job assignments. Confidential or sensitive information should never be repeated or discussed outside the office and should be discussed with other staff members only as necessary to the processing of daily business for the department and university.

4. Correctly use the time clock in ADP to record all time worked.
5. Fulfill the requirements in the job description, make efficient use of the normal workday, and follow recognized departmental procedures and/or instructions in performing job assignments.
6. Review the safety policies and procedures for the department and university and adhere to them. Employees of the university must report any accident or injury while on the job, regardless of how slight, for treatment if necessary. An incident report must be completed and filed with the Human Resources office.
7. Review job descriptions with the immediate supervisor in order to understand the expectations of the job and immediate supervisor. Performance reviews are generally conducted in April.
8. Wear professional (e.g., business casual) attire to work and behave in a professional manner while conducting business for the department and university. While many departments may allow jeans in good condition, revealing clothing, clothing in disrepair, shorts, sweats, etc. generally are not acceptable. Variations from business casual should be discussed and approved by your supervisor.
9. Understand that employment is generally governed by the terms of the staff policy handbook. Employees are expected to sign the anti-harassment policy acknowledgment form, and the substance abuse policy, review the staff policy handbook and sign the acknowledgment form, and review this GA handbook and sign the acknowledgment form. Positions dealing with certain records may also require FERPA, HIPPA, or driver training. Your supervisor will tell you if FERPA, HIPPA, or driver training is required. Instructions for accessing the required training are available in the Human Resources office.
10. Understand that if the employee cannot complete the terms outlined in the appointment letter, they voluntarily terminate their position as a Graduate Assistant.
11. Understand that the benefits afforded to a Graduate Assistant can only be applied to the completion of a graduate degree program, not a certificate, and can only be applied toward the completion of one degree.
12. Understand that if housing is provided as part of the employment contract, the Graduate Assistant is paid for 29 hours of work per week and will be billed directly by the Housing department to pay for lodging.
13. Graduate Assistant housing is based on availability. Graduate Assistants are placed in Sky 11 or The U first, and other locations are considered only if those

facilities are full. The meal plan is the 45-block plan for Fall and Spring. No meals are provided for the summer.

14. Maintain a minimum 3.0 Grade Point Average and enrollment in graduate coursework throughout one's employment as a Graduate Assistant.
15. Graduate Assistants are responsible for submitting tuition remission forms (<https://www.drury.edu/hr/tuition-grant-application/>) to HR by established due dates or risk of not receiving tuition remission. Graduate Assistants must be enrolled in 6 credit hours in the Fall and Spring and 3 credit hours in the Summer (if applicable) to retain their position.
16. Understand that tuition remission does NOT apply to any fees. Students are responsible for all fees including the technology fee (\$8 per credit hour) and program fees.
17. Graduate Assistants may not hold any other positions on campus.
18. International students are not permitted to work more than 20 hours a week, and all other students are not permitted to work more than 20 hours a week while class is in session.
19. A GA may be on academic probation for one semester. Remaining on probation for a second semester will result in the termination of the GA appointment.

**\*Please sign and return the last page of this handbook to  
Human Resources – Burnham 107 or [hr@drury.edu](mailto:hr@drury.edu)**

## Graduate Assistant Handbook Acknowledgement Form

The GA policy handbook contains important information about Drury University, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook.

I acknowledge that the information, policies, and benefits described in the handbook are necessarily subject to change, in Drury's sole discretion. I understand that the revisions may supersede, modify, or eliminate existing policies.

I acknowledge that this handbook is not a contract governing the terms of my employment. I have reviewed the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I also understand that the handbook is general in nature and that its policies and procedures may be applied, not applied, or modified in any given case in accordance with and at the absolute discretion of the university. The handbook is a guide, a description of general policies, not a set of rigid rules to govern every case.

Graduate Assistants are required to complete this form and email a copy to [hr@drury.edu](mailto:hr@drury.edu). Hand-delivering a copy to Burnham 107 is also acceptable.

GRADUATE ASSISTANT'S NAME (printed): \_\_\_\_\_

GRADUATE ASSISTANT'S SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

