

**ARTICLE 22**

**SALARY**

**Section 1.** At a .50 FTE appointment, a GE will be assigned employment responsibilities that do not exceed a maximum of 219 hours for the quarter, or with the mutual consent of the GE and the employing department, program or administrative unit, 656 hours per 9-month academic year.

Workloads for GEs shall be prorated on the percentage basis of FTE. For example, a GE appointed at .20 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 88 hours of work per quarter, and proportionately for appointments at other FTEs as follows:

FTE	HOURS PER QUARTER	AVERAGE HOURS PER WEEK	15% OF HOURS PER QUARTER
0.20	88	8	13.2
0.30	131	12	19.7
0.40	175	16	26.25
0.50	219	20	32.9

**Section 1a.** During the academic year, minimum FTE assignments of GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them). Minimum FTE appointments shall be:

3 credit classes - minimum .40 FTE appointment

4 or 5 credit classes - minimum .49 FTE appointment

For four- or eight-week courses during the summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be:

3 credit classes - minimum .30 FTE appointment

4 or 5 credit classes - minimum .37 FTE appointment

28 **Section 1b.** GEs are encouraged to notify their supervisors at any time during the quarter if their GE  
 29 assignments require hours in excess of assigned FTE.

30 **Section 1c.** GEs will not be asked to work more than 15% of one quarter's total FTE assignment in any  
 31 one week, except by mutual agreement of the GE and the supervisor in advance of such an assignment.

32 **Section 2.** Effective September 16, ~~2016-2019~~, the half-time (.50 FTE) one quarter salary rate on which  
 33 stipends for GEs in the bargaining unit are calculated shall be increased by ~~3.5%~~ 9.25% as follows:

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	GE I	GE II	GE III
Minimum	<del>\$4,736</del> <u>5,553</u>	<del>\$5,350</del> <u>6,273</u>	<del>\$5,649</del> <u>6,624</u>

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36 Effective September 16, ~~2017-2020~~, the half-time (.50 FTE) one quarter salary rate on which stipends for  
 37 GEs in the bargaining unit are calculated shall be increased by ~~3.5%~~ 9.25% as follows:

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	GE I	GE II	GE III
Minimum	<del>\$4,902</del> <u>6,067</u>	<del>\$5,537</del> <u>6,853</u>	<del>\$5,847</del> <u>7,237</u>

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40 Effective September 16, ~~2018-2021~~, the half-time (.50 FTE) one quarter salary rate on which stipends for  
 41 GEs in the bargaining unit are calculated shall be increased by ~~3.7%~~ 9.25% as follows:

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	GE I	GE II	GE III
Minimum	<del>\$5,083</del> <u>6,628</u>	<del>\$5,742</del> <u>7,487</u>	<del>\$6,063</del> <u>7,906</u>

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44 Salaries paid will be prorated according to percentage FTE of the appointment held. The minimum  
 45 allowable appointment is .20 FTE for a full quarter.

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47 GE I - Regularly enrolled graduate students admitted to a graduate degree program or doctoral students  
 48 who are not eligible for a GE II or GE III appointment.

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50 GE II - Regularly enrolled graduate students who have a) master's degree in the same or cognate field, b)  
 51 successfully completed a qualifying examination toward a doctoral degree, or c) completed 45 credit  
 52 hours toward a doctoral degree and have written recommendation of the head of their major department.

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54 GE III - Regularly enrolled doctoral students who have advanced to candidacy.

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56 Graduate students transferring from another institution who meet one of the qualifications of GE II above  
57 at another institution and whom the University deems to have equivalent experience shall be appointed at  
58 no lower than the GE II level.

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60 GEs shall be advanced to the appropriate level of the salary scale at the beginning of the term  
61 immediately following that during which the criteria for advancement were met.

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63 **Section 3.** Academic and administrative units reserve the right to pay at a higher level, so long as salary  
64 equity by level of appointment for GEs is maintained in the department, program or administrative unit.

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66 **Section 4.** Gross pay shall be stated in each individual GE's notice of appointment. Monthly gross pay for  
67 full months shall be paid as stated in each individual GE's notice of appointment. Monthly gross pay for  
68 partial months' pay shall be calculated as a fraction of the stated gross pay for full months prorated  
69 according to the ratio of working days worked within the appointment dates and working days of the  
70 particular partial month. Each GE shall be paid in full each payday for the month or fraction thereof  
71 which they have worked and which is covered by their appointment in accordance with the payroll salary  
72 distribution schedule described in Section 4 below.

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74 In the event that a GE appointed for more than one academic quarter decides not to work as a GE in one  
75 or more of the quarters for which the GE has an appointment, overpayment will be returned to the  
76 University by the GE immediately.

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78 **Section 5.** For GEs classified as salaried non-exempt, the overtime rate of pay of 1.5 times their hourly  
79 rate shall be calculated by Payroll in the same manner in which they calculate overtime for other salaried  
80 non-exempt employees. Currently, Payroll calculates the hourly rate and overtime rate on a weekly basis.

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82 **ACADEMIC YEAR APPOINTMENTS**

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12 month	7/1 - 6/30	12 payments
9 month	9/16 - 6/15	Sept and Jun ½ month; Oct - May full month

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85 **APPOINTMENT BY QUARTER**

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Fall	9/16 - 12/15	Sep and Dec ½ month; Oct - Nov full month
Winter	12/16 - 3/15	Dec and Mar ½ month; Jan - Feb full month
Spring	3/16 - 6/15	Mar and Jun ½ month; Apr - May full month

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88 TWO-QUARTER APPOINTMENTS

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Fall/Winter	9/16 - 3/15	Sep and Mar ½ month; Oct - Feb full month
Winter/Spring	12/16 - 6/15	Dec and Jun ½ month; Jan - May full month

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91 SUMMER TERM

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Summer	6/16 - 9/15	June and Sep ½ month; July - Aug full month
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94 **Section 6.** Upon receipt of a written request from a GE, the University shall release their monthly salary  
95 in two equal installments. The first installment shall be released on the 15th of each month and the second  
96 on the last day of each month.