



MEMORANDUM

TO: President Richard McCullough
Provost Sally McRorie
Vice President David Coburn
Vice President Amy Hecht
Vice President Janet Kistner
Interim Vice President Laurel Fulkerson
Interim Vice President Andy Jhanji

Deans, Directors, Department Heads, & HR Representatives

FROM: Renisha Gibbs, Associate Vice President and Finance & Administration Chief of Staff
Katie Perkins, Chief Budget Officer, University Budget Office
Mark Riley, Dean, The Graduate School

THRU: Kyle C. Clark, Vice President for Finance & Administration

SUBJECT: 2021-2022 and 2022-2023 Graduate Assistant Bonuses and Stipend Increases

DATE: November 10, 2021

This memorandum reflects provisions and instructions regarding the administration of the 2021-2022 and 2022- 2023 stipend increases for graduate assistants and provides information on contract updates and administration items for graduate assistants. This information is in accordance with 2021-2024 FSU/BOT and United Faculty of Florida-Florida State University-Graduate Assistant United Collective Bargaining Agreement (CBA), which was ratified by UFF-FSU-GAU on November 3, 2021.

2021-2022 Bonuses (Effective November 26, 2021, and March 4, 2022)

- **Effective November 26, 2021**, each eligible graduate assistant with at least a 0.50 FTE appointment will receive a one-time, nonrecurring bonus in the amount of \$1,000, less applicable taxes and deductions. Each eligible graduate assistant with an appointment between 0.25 FTE and 0.49 FTE will receive a one-time, nonrecurring bonus in the amount of \$500, less applicable taxes and deductions. Fall 2021 bonuses will be reflected in the December 17, 2021, paycheck.
- **Effective March 4, 2022**, each eligible graduate assistant with at least a 0.50 FTE appointment will receive a one-time, nonrecurring performance bonus in the amount of \$500, less applicable taxes and deductions. Each eligible graduate assistant with an appointment between 0.25 FTE and 0.49 FTE will receive a one-time, nonrecurring bonus in the amount of \$250, less applicable taxes and deductions. Spring 2022 bonuses will be reflected in the March 25, 2022, paycheck.
- Graduate assistants with multiple appointments will receive a bonus according to the FTE for each appointment for a maximum of \$1,000 per individual graduate assistant in Fall 2021 and a maximum of \$500

per individual graduate assistant in Spring 2022. Graduate assistants must be employed by FSU and be in active payroll status on the effective dates of the bonuses to be eligible.

- No action is needed by the department/program to implement the bonus. Departments who have questions or concerns regarding the Fall 2021 bonus related to funding source should contact Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by November 22, 2021. For questions on the Spring 2022 bonus, departments should contact Rebecca Peterson by February 15, 2022.

2021-2022 Minimum Stipend Increase (Effective January 21, 2022)

- **Effective January 21, 2022**, each graduate assistant on a 0.50 FTE academic year appointment (19.5 pay periods) is guaranteed a minimum stipend of \$16,000 or prorated to that value in accordance with Article 23.1 (B) with a minimum of \$20.51 per hour. Each graduate assistant on a 0.25 FTE academic year appointment is guaranteed the listed minimum stipend of \$8,000 or prorated to that value in accordance with Article 23.1 (B) with a minimum of \$20.51 per hour. Any graduate assistant who is below the new minimum stipend as of January 21, 2021, will receive an increase to their stipend bringing them up to the new minimum.
- Graduate assistants must be employed by FSU and be in active payroll status on the effective date of the stipend increase to be eligible. Graduate assistants hired after the minimum stipend effective date must meet the minimum stipend rate. Additionally, the minimum stipend increase will not apply to any graduate assistant whose stipend is at or above the minimum as of the effective date of the increase.
- No action is needed by the department/program to implement the stipend increase. Departments who have questions or concerns regarding the new stipend rate related to funding source should contact Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by December 15, 2021.

2022-2023 Minimum Stipend Increase (Effective August 8, 2022)

- **Effective August 8, 2022**, each graduate assistant on a 0.50 FTE academic year appointment (19.5 pay periods) will be guaranteed a minimum stipend of \$16,250 or prorated to that value in accordance with Article 23.1 (B) with a minimum of \$20.83 per hour. Each graduate assistant on a 0.25 FTE academic year appointment will be guaranteed the listed minimum stipend of \$8,125 or prorated to that value in accordance with Article 23.1 (B) with a minimum of \$20.83 per hour. Fall 2022 appointments will be required to meet the new minimum stipend.

2022-2023 Competitive Pay Adjustment (Effective September 16, 2022)

- **Effective September 16, 2022**, each eligible graduate assistant will receive a 1.0% increase in pay.
- Graduate assistants must be employed by FSU and be in active payroll status on the effective date of the increase in order to be eligible.
- No action is needed by the department/program to implement the stipend increases. Departments who have questions or concerns regarding the increase due to lack of funding should contact Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by September 1, 2022.

2022-2023 Bonus (Effective September 30, 2022)

- **Effective September 30, 2022**, each eligible graduate assistant will receive a one-time, nonrecurring 1% bonus. Fall 2022 bonuses will be reflected in the October 21, 2022, paycheck.
- Graduate assistants must be employed by FSU and be in active payroll status on the effective date of the bonus to be eligible.

- No action is needed by the department/program to implement the bonus. Departments who have questions or concerns regarding the Fall 2022 bonus related to funding source should contact Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by September 1, 2022.

2021-2022 and 2022-2023 Health Insurance Subsidies

- The University has increased the total amount provided to graduate assistants for health insurance subsidies for the 2021-2022 academic year. Graduate assistants are eligible to receive health insurance subsidies if they have first enrolled in the qualifying insurance policy offered by the Health and Wellness Center and have a qualifying appointment.
- To qualify, graduate assistants must be employed from at least the first day of classes through the last day of final exams in a given semester on at least a 0.25 FTE appointment. Additionally, the graduate assistant must be enrolled in at least 9 credit hours during academic year for both the Fall and Spring semesters.
- Domestic student health insurance subsidy amounts:
 - \$2,359/year for graduate assistants on at least a 0.50 FTE appointment for fall and spring
 - \$1,709/year for graduate assistants on at least a 0.25 FTE appointment for fall and spring
 - \$1,909/year for graduate assistants on at least a 0.25 FTE appointment for either the fall or spring and on a 0.50 FTE appointment for the other semester
- International student health insurance subsidy amounts:
 - \$2,396/year for graduate assistants on at least a 0.50 FTE appointment for fall and spring
 - \$1,746/year for graduate assistants on at least a 0.25 FTE appointment for fall and spring
 - \$1,946/year for graduate assistants on a least a 0.25 FTE appointment for either the fall or spring and on a 0.50 FTE appointment for the other semester
- For the 2022-2023 academic year, the University agrees to pay a portion of the student health insurance premium for individual coverage at the same proportional percentage for the 2021-2022 academic year.

Funding for the Bonus, Stipend Increase, and Health Insurance Subsidy Increases

E&G Funded Employees. The bonus and subsidy increase for these employees (OMNI fund codes 110, 121, 210 and 211) will be funded by the University.

E&G Carryforward Funded Employees. The bonus and subsidy increase for these employees (OMNI fund code 126, 140, 240 and 241) will be funded from the department's Carryforward resources.

Non-E&G Funded Employees. Eligible graduate assistants whose stipends/subsidies are funded from auxiliary, student activities, technology fee, and other non-E&G funds should receive the bonus and subsidy increase, provided resources are available within said funds. Departments should work with their colleges to identify resources on any non-E&G budgets that will not have said monies to fund the bonus/subsidy increase.

Contract and grant funded graduate assistants should receive the bonus, new minimum stipend, and subsidy increase. However, if the PI of the grant does not have adequate funds or if the bonus, stipend and subsidy increase is not permitted by the terms of the contract/grant, they should work with the department/colleges to identify alternate funding sources. Colleges should contact Jenn Garye (jgarye@fsu.edu) in the Office of Research if alternate funding is not identified for C&G funded graduate assistants.

Other Contract Updates and Requirements

The Office of Human Resources and the Graduate School will be following up this memorandum with a detailed summary of all contract updates and requirements, and providing contract compliance training to departments as requested. If you are interested in department training, please contact Rebecca Peterson at rpeterson@fsu.edu.

Should you have any questions, please contact Renisha Gibbs or Rebecca Peterson.

Thank you.

RG/rp

Cc:	Brian Barton	Beverly Miller
	Carolyn Egan	Kerry Peluso
	Gail Friedrich	Rebecca Peterson
	Kimberly Grant	Lisa Scoles
	Paul Harlacher	Tiffany Ward
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