



MEMORANDUM

TO: President Richard McCullough
Provost Jim Clark
Vice President Michael Alford
Vice President Carolyn Egan
Vice President Amy Hecht
Vice President Janet Kistner
Vice President Marissa Langston
Vice President Stacey Patterson
Vice President Marla Vickers

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, Sr. Vice President for Finance & Administration

SUBJECT: 2023-2024 and 2024-2025 Graduate Assistant Stipend Increases

DATE: September 12, 2023

This memorandum reflects provisions and instructions pertaining to the administration of 2023-2024 and 2024- 2025 stipend increases for graduate assistants as a result of the tentative agreement reached on August 9, 2023, between Florida State University Board of Trustees (FSU/BOT) and the United Faculty of Florida-Florida State University-Graduate Assistants United (GAU).

2023-2024 Competitive Pay Adjustment (Effective September 15, 2023)

- **Effective September 15, 2023**, each eligible graduate assistant will receive a 5.0% 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 15, 2023.

2023-2024 Minimum Stipend Increase (Effective September 29, 2023)

- **Effective September 29, 2023**, each graduate assistant on a 0.50 FTE academic year appointment (19.5 pay periods) is guaranteed a minimum stipend of \$18,000 or prorated to that value in accordance with Article 22.1 (B) with a minimum of \$23.08 per hour. Each graduate assistant on a 0.25 FTE academic year appointment is guaranteed the listed minimum stipend of \$9,000 or prorated to that value in accordance with Article 22.1 (B) with a minimum of \$23.08 per hour. Any graduate assistant who is below the new minimum stipend as of September 14, 2023, 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 September 25, 2023.

2024-2025 Competitive Pay Adjustment (Effective September 13, 2024)

- **Effective September 13, 2024**, each eligible graduate assistant will receive a 4.0% 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 9, 2024.

2024-2025 Minimum Stipend Increase (Effective September 27, 2024)

- **Effective September 27, 2024**, each graduate assistant on a 0.50 FTE academic year appointment (19.5 pay periods) will be guaranteed a minimum stipend of \$18,700 or prorated to that value in accordance with Article 22.1 (B) with a minimum of \$23.97 per hour. Each graduate assistant on a 0.25 FTE academic year appointment will be guaranteed the listed minimum stipend of \$9,350 or prorated to that value in accordance with Article 22.1 (B) with a minimum of \$23.97 per hour.
- 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 September 23, 2024.

Fee Relief

- Effective August 28, 2023, the University will provide a tuition fee relief scholarship to graduate assistants with qualifying appointments. To qualify for the scholarship, graduate assistants must be enrolled full-time, as determined by the Graduate School, in a degree seeking program and must be employed from at least the first day of classes through the last day of finals in a given semester on an appointment of at least 0.25 FTE. Graduate assistants on a 0.50 FTE and above academic year appointment shall be awarded \$250 per semester. Graduate Assistants with an appointment of 0.25 FTE – 0.49 FTE, shall be awarded \$125 per semester.
- **No action is needed by the department/program to implement the fee relief for appointments submitted to HR for processing by September 15, 2023. Departments who submit late appointments may be responsible for providing fee relief to qualifying graduate assistants in their department (see below for details about fee relief funding).**

Health Insurance Subsidies

- The University has increased the total amount provided to graduate assistants for health insurance subsidies for the 2023-2024 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:
 - \$2,654.28/year for graduate assistants on at least a 0.50 FTE appointment for fall and spring
 - \$1,923.44/year for graduate assistants on at least a 0.25 FTE appointment for fall and spring
 - \$2,149.33/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:
 - \$2,696.63/year for graduate assistants on at least a 0.50 FTE appointment for fall and spring
 - \$1,964.38/year for graduate assistants on at least a 0.25 FTE appointment for fall and spring
 - \$2,190.25/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 2024-2025 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 2023-2024 academic year.

Funding for the Stipend Increases and Health Insurance Subsidy Increases

E&G Funded Employees. The stipend 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 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 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 subsidy increase.

Contract and grant funded graduate assistants should receive the stipend increase, new minimum stipend, and subsidy increase. However, if the PI of the grant does not have adequate funds or if the 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.

Funding for the Fee Relief

Eligible graduate assistants whose appointments are entered by the deadline of September 15, 2023, will have their fee relief funded by the University and processed by Student Business Services and the Graduate School. For those graduate assistants with appointments entered after September 15, 2023, the department may be asked to provide an alternate funding source to cover the fee relief.

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

Thank you.

RG/rp

Cc:	Brian Barton	Kerry Peluso
	Gail Friedrich	Rebecca Peterson
	Kimberly Grant	Lisa Scoles
	Paul Harlacher	Michael Williams
	Phaedra Harris	Tiffany Ward
	Jerris Edwards	