2016-2017 Wage Authorization for the Academic Areas

This document provides schedules for rates of pay for students, professional research staff, and faculty engaged in work that supports the University’s academic mission, mainly within academic areas (the eleven schools, the University Library, and the units reporting directly to the Office of the Executive Vice President and Provost). Individuals who prepare the wage actions to implement these authorizations must do so in accordance with payroll system policies and the pay scales established herein.

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A. STUDENT WAGE EMPLOYMENT
Generally, a student may not be employed for more than 20 hours per week in all University jobs, not just those in a particular department. Students not enrolled in coursework during the summer may work 40 hours/week. Full-time students (12 credits or more) enrolled in a degree program are eligible to be employed as student employees.

1. REQUESTS TO EXCEED MAXIMUM HOURS
   The dean of the school may give written approval for a student to work in excess of the 20-hour limit based upon the recommendation and assurance of the student’s major advisor that progression toward the degree will not be adversely affected. Employment for international students must not exceed 20 hours a week while school is officially in session (see “Employment of International Students” below). Student employees who work a total of 1500 hours as measured from October 1, 2015, may not return to work as a wage employee until October 1, 2016.

2. EMPLOYMENT OF INTERNATIONAL STUDENTS
   International students must have the appropriate and valid visa status and work authorization to engage in employment while enrolled at the University of Virginia. Based on federal guidelines, international students’ employment must be performed on the school’s premises (including on-location commercial firms which provide contractually
direct services for students on campus, such as the school bookstore or cafeteria). If the employment is at an off-Grounds location or for an off-Grounds employer, the employment must be approved in advance by the International Studies Office (ISO) and in most cases by the United States Citizenship and Immigration Service (USCIS).

International students’ employment, if on F-1 or J-1 status, must not exceed 20 hours a week while school is officially in session. No exemption from this policy can be granted. An international student with appropriate work permission (either through visa status, or work authorization granted by the USCIS) may, however, work on Grounds full-time when school is not in session or during official university holidays. For additional information on federal regulations concerning international student employment, contact Richard Tanson (tanson@virginia.edu; 434-982-3017) at the International Studies Office, University of Virginia.

3. UNDERGRADUATE STUDENT WORKERS
Undergraduate students are paid under class code 89011, which covers a variety of work in support of the academic programs: paper and exam grading, assisting in the laboratory or library, etc. Undergraduate students should be paid on an hourly basis and complete timesheets for hours worked.

4. GRADUATE STUDENT WORKERS
Graduate students who provide similar academic program support (except laboratory or classroom instruction) are paid under class code 89109. Class code 89109 may also be used for graduate students paid from non-state funds, performing duties in research labs. Graduate students paid using 89109 should not be involved in positions as responsible as those paid under the higher pay rate schedules for graduate assistants. Graduate students should be paid on an hourly basis and complete timesheets for hours worked. This type of employment does not qualify graduate students for tuition remission.

5. HOURLY WAGE PAYMENTS FOR STUDENT WORKERS
To pay students using these two class codes, hourly rates must be entered into Oracle OTM. The minimum and maximum rates are as follows:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Hourly Rate</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate 89011</td>
<td>Minimum $7.25, Maximum $17.00</td>
<td>20 hrs.</td>
</tr>
<tr>
<td>Graduate 89109</td>
<td>Minimum $7.25, Maximum $24.00</td>
<td>20 hrs.</td>
</tr>
</tbody>
</table>

6. FEDERAL WORK STUDY PROGRAM (FSW)
These hourly wage rates may be superseded by the hourly rates required under the Federal Work Study program. Information about FWS is available at: http://uvaforms.virginia.edu/uvaformsfiles/financialaid/fws-employer-handbook.pdf

7. OVERTIME COMPENSATION
Hourly wage student-workers qualify for overtime compensation for all hours actually worked in excess of 40 hours per week. Overtime compensation is calculated at time and one half their regular rate of pay.
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8. SUMMER PAYMENT INSTRUCTIONS FOR STUDENT WORKERS

Individuals not enrolled in Summer Session may be paid through the student payroll during the summer only if they were enrolled as full-time students at the University during the previous spring and intend to enroll in the following fall session as full-time students. Those students who are not enrolled full-time (six credits) during Summer Session may work in excess of the 20 hour per week limit during the summer. Students who work in excess of 40 hours per week, however, may qualify for overtime compensation (for more information, see “Overtime Compensation” above).

9. SPRING GRADUATES

Undergraduate and graduate students who graduate in the spring may continue to work in student wage assignments through the summer following graduation until the first day of the fall semester.

10. THE PAYROLL CALENDAR FOR STUDENTS

There are typically 26 bi-weekly pay periods in a calendar year. The academic year for student payroll purposes for 2016–17 is defined as the 19 biweekly pay periods extending from August 22, 2016 to May 14, 2017. IRS guidelines enable students (if they meet all requirements) and hiring units to be exempt from payment of FICA when classes are in session. If any of the student bi-weekly payroll periods fall fully outside the dates that UVA is in session, students and hiring units will have to pay FICA. In 2016–2017, classes are in session for all of the 19 student bi-weekly pay periods.

B. GRADUATE STUDENT ASSISTANTSHIPS

Graduate student assistantships include Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA). For more information regarding assistantships, including the procedures for paying wages associated with an assistantship, see the policy, “Graduate Assistantships.”

1. MINIMUM AND MAXIMUM PAY RATES

Please note that the amounts in the chart below are academic year figures to be paid as “goal payments” in the University’s human resource system. The system will display a full-time minimum/maximum salary range adjusted for 40 hours/week.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA-A 89103</td>
<td>$10,000</td>
<td>$21,300</td>
</tr>
<tr>
<td>GRA-B 89104</td>
<td>$11,400</td>
<td>$24,900</td>
</tr>
<tr>
<td>GTA-A 89175</td>
<td>$10,000</td>
<td>$21,300</td>
</tr>
<tr>
<td>GTA-B 89176</td>
<td>$11,400</td>
<td>$24,900</td>
</tr>
</tbody>
</table>

Graduate students appointed to a graduate assistantship for 12-months may earn an additional 1/3 of their 9-month compensation in the summer.

2. OVERTIME COMPENSATION

The Fair Labor Standards Act (FSLA) regulations stipulate that GRA workers who gross less than $910 per bi-weekly pay period, and who earn less than $23,660 over the course of the calendar year, qualify for overtime compensation for all hours actually worked in excess of 40 hours per week. Overtime compensation is calculated at time and one half.
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Each school/department is required to track hours worked for any students who fall into this category. GTAs, because they are involved in instruction, are exempt from this regulation.

C. SUMMER RESEARCH WAGE PAYMENTS TO 9-MONTH FACULTY
Summer research payments may be made to faculty on 9-month appointments who are employed to conduct research during the summer. Compensation is based on previous academic year salary. Total pay from all sources for the summer period may not exceed 3/9ths of the faculty member’s salary during the prior academic year.

To authorize a salaried faculty member to receive summer research pay, departments should enter an assignment in Oracle as a “Goal Pay” rate, unless the payment is approved as overload. The University does not pay overload for teaching during the Summer Session.

D. PROFESSIONAL RESEARCH STAFF
Professional research staff working for a limited period not to exceed six months should be paid using class codes 89179 (research associate), 89626 (research scientist), 89627 (senior scientist), and 89268 (principal scientist). Those hired for regular employment or for assignments exceeding six months must have an on-line action submitted to University Human Resources to initiate payment as a salaried employee. Refer to the policy on the Employment of Professional Research Staff for additional information.

1. GOAL PAYMENTS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Annualized Base Compensation</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Associate 89179</td>
<td>$33,300 to $77,600</td>
<td>40 hrs.</td>
</tr>
<tr>
<td>Research Scientist 89626</td>
<td>$46,200 to $115,100</td>
<td>40 hrs.</td>
</tr>
<tr>
<td>Senior Scientist 89627</td>
<td>$57,400 to $142,900</td>
<td>40 hrs.</td>
</tr>
<tr>
<td>Principal Scientist 89268</td>
<td>$88,200 to $219,200</td>
<td>40 hrs.</td>
</tr>
</tbody>
</table>

Effective December 1, 2016, new minimum rates will go into effect to comply with changes in the federal Fair Labor Standards Act:

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<thead>
<tr>
<th>Class Code</th>
<th>Annualized Base Compensation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Research Associate 89179</td>
<td>$47,476 to $77,600</td>
<td>40 hrs.</td>
</tr>
<tr>
<td>Research Scientist 89626</td>
<td>$47,476 to $115,100</td>
<td>40 hrs.</td>
</tr>
</tbody>
</table>

2. HOURLY WAGE PAYMENTS
To ensure maximal flexibility, research associates who are hired for a period of three months or less may be compensated on an hourly basis using class code 89179. These wage positions must be posted and searched through Jobs@UVA if the assignment is to last more than three days.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Hourly Rate</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Associate 89179</td>
<td>$16.01 to $37.31</td>
<td>40 hrs.</td>
</tr>
</tbody>
</table>

Effective December 1, 2016, new minimum rates will go into effect to comply with changes in the federal Fair Labor Standards Act:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Hourly Rate</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Associate 89179</td>
<td>$22.83 to $37.31</td>
<td>40 hrs.</td>
</tr>
</tbody>
</table>
3. OVERTIME COMPENSATION
Hourly wage professional research staff qualify for overtime compensation for all hours actually worked in excess of 40 hours per week. Overtime compensation is calculated at time and one half.

RELATED LINKS
Graduate Assistantships Policy (PROV-001)
Employment of Professional Research Staff (HRM-033)
Faculty Wage Employment (PROV-026)
Student Enrollment (PROV-011)
Student FICA Tax Exemption Policy (HRM-008)