

# UNIVERSITY OF MINNESOTA

Twin Cities Campus

Division of Epidemiology & Community Health  
School of Public Health

Suite 300 West Bank Office Building  
1300 South Second Street  
School of Public Health  
Minneapolis, MN 55454-1015  
Office: 612-624-1818

Date

Legal First Name, Last Name (Preferred First Name Last Name if available)

Student ID:

Dear [Legal First Name (Preferred name if available)],

I am very pleased to offer you a graduate assistant (GA) position at the University of Minnesota. This is a [single-semester OR academic year] graduate assistant appointment.

[If applicable, include this section - otherwise, DELETE] The University recognizes that your preferred name is "[Click here and type Name]", however for the purpose of taxes and other legal documents outlined at <https://z.umn.edu/LegalName> we are required to include your legal name, "[Click here and type legal Name]", in this document.

Your appointment is subject to satisfactory academic progress toward your degree, satisfactory performance of assistantship duties, and the availability of departmental funding. You are responsible for continuing to comply with any and all licensing, certification, work eligibility, and other requirements for the position, as outlined in the position description.

*For instructional appointments, all courses are subject to cancellation if minimum enrollment numbers are not attained. If your course(s) is canceled and we are unable to identify another course for you to teach, this offer of employment will be withdrawn.*

Appointment Details	
Job Classification:	[classification name and job code number]
Appointment Title:	[working title as determined by department]
Department:	[name of department]
Reports To:	[Name of direct supervisor and email]
Percentage of Appointment:	[% time] [standard hours per week]
Chartstring:	[EFS]
Hourly Pay Rate:	BA \$27.00; MA \$29.27; PhD \$35.98 (based on degree earned)
Work Location:	[work location, list any required travel]
Start and End Date:	[Start end dates of the appointment]
Instructional Assignments(s):	[Course Number], [Course Title] - [Number] Credit(s), Supervisee(s)

HR Contact:	Cecilia Colizza, sph-hr@umn.edu
Payroll Contact:	Kelly Rosemark, epichpay@umn.edu

**Job Responsibilities:**

Your position includes the following work responsibilities. [attach position description or enter job duties here]

**Anticipated Schedule:**

[if the set schedule is generally known, include any known mandatory meetings and any hours expected beyond weekdays, 8:00 am-4:30 pm, office hours are set by GA unless indicated here].

Academic year graduate assistantship appointment dates are standardized across each University campus for payroll and benefits purposes. Your individual work schedule corresponds to the actual course, practicum, or student teaching calendar dates and is determined in consultation with your supervisor, which may be subject to change.

**Employment Contingencies:**

- Eligibility for a Graduate Assistant position requires that you are enrolled in a graduate program at the University of Minnesota.
  - Fall/Spring Semester: Regular assistantships require six credits: Advanced Masters and Ph.D. Candidates require one credit. Exceptions for fewer credits may be requested (see [website](#) for details).
  - Registration must be completed by the second week of classes and maintained for the semester. Withdrawal from all credits results in termination of the assistantship.
- **The University of Minnesota is required by law to verify the identity and work eligibility for all employees, whether U.S. citizens or not, by filing an Employment Eligibility Verification Form I-9.** The University uses the online version of Form I-9 and E-Verify. You must complete the I-9 Form—both Sections 1 and 2—on or before your first day of work for pay.
  - Start by submitting [Section 1 of the I-9 Form](#) on or before your first day of work for pay. The employer name or code is 13636.
  - Section 2 will be completed on or before your first day of work for pay and requires you to provide the required I-9 documentation to establish your identity and authorization to work.

**Payroll:**

- The pay period is 14 days in length and you will be paid bi-weekly (every other Wednesday). You may expect your first paycheck on [include first paycheck date]. A complete payroll calendar can be found: [Payroll and HRMS Calendars](#).
- Your position fits one of the “Student-Employees” exemptions from the overtime provisions of the Fair Labor Standards Act and applicable Minnesota law.
- Deductions will be taken from your paycheck as required by law for federal and state income tax withholding. There will be a deduction of 6.2% for Social Security (Old-Age, Survivors, and Disability Insurance) up to the applicable income limit and 1.45% for Medicare unless you are temporarily present in the U.S. on an F-1, J-1, M-1, and Q-1 visa, and a nonresident for income tax purposes under section 7701(b) of the Internal Revenue Code (other conditions also apply). Social Security and Medicare taxes may be called “Federal Insurance Contribution Act” or “FICA” taxes. You may elect voluntary deductions for employee benefits.

**Additional Appointment Information:**

- This position is represented by the Graduate Labor Union - United Electrical, Radio and Machine Workers of America Local 1105. A copy of the current [collective bargaining agreement](#) is available on the Office of Human Resources (OHR) website. Under Minnesota law, new employees have the right to meet with Union representatives within their first 30 days of employment. New employees are allowed 30 minutes of paid time, plus the time it takes to travel to and from the meeting location per the collective bargaining agreement.
- As described in Article 6 of the [collective bargaining agreement](#), you may review your personnel file upon request and have the right to place a written response to any documents in your personnel file. The University will provide any requested documents within seven (7) calendar days.
- As a Graduate Assistant, you qualify for enrollment in the [Graduate Assistant Health Insurance Plan](#) if the work hours meet at least 195 hours per semester. You may pick up an enrollment packet from your department or the Graduate Assistant Health Insurance Office at N323 Boynton Health Service. You are also eligible to enroll your dependents for dependent health insurance under the same plan in which you enroll, with the University subsidizing a portion of the cost of the dependent premiums as well. Please refer to [Graduate Assistant Health Insurance Plan](#) materials online for additional information on enrollment.
- This appointment is eligible for [Minnesota Earned Sick and Safe Time](#).
- This appointment includes leaves of absence benefits as described in Article 23 of the [collective bargaining agreement](#).
- Other pay provisions, including potential changes in salary, are described in the [collective bargaining agreement](#).
- Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes §181.939) gives [pregnant and lactating employees certain legal rights](#).
- Information regarding [tuition and fee benefits](#) is available on the OHR website.
- Time dedicated to meeting academic requirements beyond those assigned by the supervisor or included in the appointment letter will not be considered work hours and will not be counted toward the standard hours appointment. This includes but is not limited to, time spent by a GA writing or defending their thesis or dissertation. Outside of the duties noted above or attached, this position does not include any time dedicated to meeting academic requirements.

#### **FERPA Communication and Release:**

- Under the Public Employment Labor Relations Act ("PELRA"), the Union has rights to information; however, as a student, the Family Educational Rights and Privacy Act ("FERPA") regulates the disclosure of certain information in a GA's student record. More information and a [FERPA Release Form](#) is available for your use.
- The Union is the GA's exclusive bargaining representative;
- The Union has a legal obligation to represent the GA when they are engaged in bargaining unit work, and to do so, the Union may need certain information about its unit members to enforce the collective bargaining agreement, which covers pay and other terms and conditions of employment;
- To avoid any conflict between the Union's right to access this information, under PELRA and FERPA, which regulates the disclosure of certain information in a GA's student records, the GA will be asked to complete and sign the FERPA Release Form listed above.
- If the FERPA release is completed, it will remain in effect for the duration of your employment unless otherwise changed. To change this submission at any time, please complete [this GA FERPA change form](#).
- If you have questions about the FERPA Communication and FERPA Release Form and/or how the information shared with the Union may be used, please contact:
  - GLU-UE Union: Alex Provan, [alex.provan@ueunion.org](mailto:alex.provan@ueunion.org)
  - University of MN: Graduate Assistant Employment Office, [gaesinfo@umn.edu](mailto:gaesinfo@umn.edu)

I am happy to answer any questions or provide further clarity on your appointment. Should you accept this position, return the enclosed copy of this letter within five (5) business days with your signature and date indicating that you have read and fully understand the employment provisions. Please make an

appointment with Kelly Rosemark at epichpay@umn.edu so that appropriate documents connected with your acceptance of this new position may be completed.

We look forward to working with you and anticipate your employment here will be rewarding to you and the Division of Epidemiology and Community Health.

Sincerely,

[Supervisor Name]  
Title

cc: Employee File

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I accept this position and the terms and conditions of employment described in this letter.

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Graduate Assistant Signature

Employee ID/Student ID Number

Date

*The employer's legal name, address, and phone number is University of Minnesota, 100 Donhowe Building, 319 15th Ave. SE, Minneapolis MN 55455; (800) 756-2363.*

This document contains important information about your employment. Check the box at left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສຳຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአብዛኛው የሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጠት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်တၢ်ခါအံၤဖၢ်တၢ်ဂ့ၢ်တၢ်ကၤအကၤအိၣ်လၢအဘၣ်သးဒီးန့ၢ်တၢ်ဖဲတၢ်မၤန့ၣ်လၢ. တၢ်န့ၣ်တၢ်ခါလၢအစ့ၣ်တၢ်ကၤလၢတၢ်ကၤဒီးန့ၢ်တၢ်ဂ့ၢ်တၢ်ကၤလၢကၤအိၣ်တၢ်ခါအံၤဖၢ်တၢ်ကၤ.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.