

03/20/20



To All Departments:

In light of the recent staffing complications due to the COVID-19 pandemic, UCR Graduate Division and the Academic Personnel Office will be offering blanket student employment exception approvals for greater than 50% time FTE and over 18 quarter teaching title code appeals in the Spring 2020 quarter.

What does this mean?

1. College departments who need to appoint ASE (TA, Reader, Tutor, Associate In_) or GSR student employees will no longer need to submit approval requests to Graduate Division. Departments are welcome to confer with the employment analyst, Patrick Napier, regarding a student's current FTE percentage. Students should not be employed more than 80% FTE, and every effort should be made to keep their employment less than 75% FTE. At 75% FTE students may become eligible for CORE benefits and at 80% their FICA withholdings may increase as they near full-time employment. The FICA withholding exemption information is included on the UCPATH Campus Support Center website, link below. International students are not eligible for over 50% FTE due to federal immigration law. Finally, students cannot be employed if they are not enrolled in units. So, it would not be possible to hire a student to an ASE or GSR title code at any percentage if they are on leave of absence.
2. Students in teaching title codes (TA, Associate In_) who are at or near their 18 quarter limit will no longer need Academic Personnel approval to work an additional quarter for Spring 2020. If you have a student who is prepared to teach but is at or near the 18 quarter limit, move forward with the appointment and notify Patrick after completion.

What else should departments know?

1. Multiple appointments, with a combined percentage of 25% or more will still come with fee remission and GSHIP payment obligations. Be sure to ask the student, or confirm with graduate division, if they have any other appointments. Remission charges will be prorated across all appointments.
2. The interests of the student must be considered first to confirm they are willing and able to take on the extra workload. Remote work with higher levels of FTE is challenging for even the most studious scholar. Supervisors should set clear expectations and regularly check in with their employees.
3. As much as possible, try to be flexible and prepared.

FICA withholding exemption: https://ucpath.ucr.edu/graduate-student-faqs#how_do_students_qualify_for_fica_exemption

Working from home resources: <https://learning.linkedin.com/blog/productivity-tips/new-to-working-remotely--these-resources-can-help>

Shaun Bowler

A handwritten signature in black ink that reads "Shaun Bowler".

Dean, Graduate Division

Ameae Walker

A handwritten signature in black ink that reads "Vice Provost Walker".

Vice Provost of Academic Personnel