

Institutional Graduate Assistantship

Student & Supervisor Handbook
2024-2025

Table of Contents

Aquinas Institute of Theology Mission Statement 3

Institutional Graduate Assistantship Overview 3

 Introduction 3

 About the Graduate Assistantship Program 3

 The Role of the Business Office 3

I. Graduate Assistant Employees 4

 A. Incoming Graduate Assistants 4

 1. Securing Graduate Assistantship Employment 4

 2. Graduate Assistant Orientation 4

 3. Payroll Forms 4

 4. Notification of Graduate Assistantship Assignments 4

 B. Returning Graduate Assistants 5

 1. Notification of Graduate Assistantship Assignment 5

 C. All Graduate Assistants 5

 1. Finalizing your Graduate Assistantship Assignment 5

 2. Changing Graduate Assistantship Positions 5

 3. Employment in More than One Department 5

 4. Additional Hours: Operations and Events 6

 2. Work Hours 8

 3. Overview of Timekeeping 8

 4. Payroll Dates 8

 5. Failure to Work Awarded Hours 8

 6. Reporting Graduate Assistantship Earnings on a Tax Return 9

 E. Employment Expectations 10

 1. Graduate Assistant Evaluations 10

 2. Reporting of “On the Job” Injury 10

 3. Discontinuing Graduate Assistantship or Termination of Employment 10

II. Supervising Graduate Assistants 11

 A. Supervisor Responsibilities 11

B. Posting an Institutional Graduate Assistantship Job Description	12
C. Hiring Process	13
D. Orientation and Training.....	13
E. Schedules and Time Management.....	14
F. Acceptable Work Assignments	14
G. Addressing Performance Issues	14
H. Termination Procedures	15
III. Graduate Assistant Employment Policies.....	16
A. Equal Employment Opportunity	16
B. Catholic Identity	16
C. Use of Institutional Technology	17
D. Social Media and Media Policy.....	17
E. Policy Prohibiting Discrimination and Harassment	19
1. Discrimination	19
2. Sexual and Other Unlawful Harassment.....	19
F. Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Policy	20
G. Payroll/timekeeping.....	22
H. INOVA Login Information.....	22
Student & Supervisor Forms	0
Graduate Assistant Agreement.....	1
Graduate Assistant Information Form	3
Information Technology Acceptable Use and Employee Ethics Agreement	4
Graduate Assistant Employment Confidentiality Policy Agreement.....	5
Graduate Assistant Rights and Responsibilities.....	6
Graduate Assistant Employee Performance Evaluation	8
Graduate Assistant Employee Warning	10
Graduate Assistant Employee Termination Notice (Supervisor’s Decision).....	11
Graduate Assistant Employee Termination Notice (Student’s Decision).....	12

Aquinas Institute of Theology Mission Statement

Impelled by the Catholic faith and the Dominican mission, Aquinas Institute of Theology educates men and women to preach, to teach, to minister, and to lead.

Institutional Graduate Assistantship Overview

Introduction

This handbook is designed to provide institutional graduate assistants and their supervisors with the policies and procedures of the graduate assistantship program at Aquinas Institute of Theology and to help answer commonly asked questions. This handbook will give you all the information you need to successfully navigate the graduate assistantship process at Aquinas. It is the responsibility of both student and supervisor to read and acknowledge that they understand the information in this handbook by signing the Graduate Assistant Department Agreement. Please keep this handbook easily accessible and refer to it if you have any questions.

Although this handbook is current, at the time of publication future changes in policies may be necessary. When such changes occur, all active student employees and their supervisors will be notified. Students and supervisors should assume revisions will be made each academic and will be expected to be knowledgeable about updated policies, procedures, and expectations.

About the Graduate Assistantship Program

Graduate assistantship is a form of financial aid. Graduate assistantship awards are provided to students as part of a merit-based scholarship award. The graduate assistantship program provides students the opportunity to gain work experience in a professional environment while pursuing their studies. Students must earn the graduate assistantship award through work. An award in itself does not guarantee that the student will receive the total amount of the award. A student cannot earn more than the total amount of the graduate assistantship award during the period they are approved to work. It is the student's responsibility to apply for available graduate assistantship positions.

The Role of the Business Office

The Business Office acts as the coordinating agent between the student, supervisors, and administrative offices of Aquinas Institute of Theology. Please feel free to contact the Business Office with any questions.

Angie Beaton

Business Operations Manager

beaton@ai.edu | 314.256.8810

I. Graduate Assistant Employees

A. Incoming Graduate Assistants

1. Securing Graduate Assistantship Employment

Employment is available in a number of academic and administrative departments at Aquinas. While positions in administrative departments are open to any graduate assistants, academic department positions are generally reserved for students who have completed at least one year of study at Aquinas.

First year students typically receive an email containing the link and a PDF of instructions about how to apply for a graduate assistantship position in mid-July. The application process is completed online at <https://www.ai.edu/student-life/work-study>. In order to begin the application process, you will be required to complete a profile and upload a current resume. You will not be able to secure a placement without completing this step. Please note that hiring is done on a first come, first placed basis.

While you have the opportunity to indicate your preferred placements, you may not be placed in your first or second choice placement.

2. Graduate Assistant Orientation

Incoming graduate assistants are required to attend the orientation session held during the week before classes begin. During this session, policies and procedures of the graduate assistantship program will be discussed.

3. Payroll Forms

Graduate assistantship employment is subject to all federal and state employment requirements. Payroll forms include the Federal W-4, Federal I-9, and Missouri State W-4. In order to complete the I-9 form, you must present a passport or two other acceptable forms of identification. Please refer to page 9 of the I-9 form for acceptable forms of identification. Payroll paperwork can be completed during your graduate assistant orientation or at any time in the Business Office. You will not receive a job placement until your payroll paperwork is complete and approved by the Business Office.

4. Notification of Graduate Assistantship Assignments

Incoming students should monitor the email address provided on their application to track hiring status. Current students should monitor their @slu.edu email and ai.edu email accounts to track their hiring status. The business office will notify you via email if you have been hired.

Information will be sent from the Business Office via @slu.edu email address and ai.edu email regarding pay rate, handbook location on ai.edu, and their approved start and end dates for graduate assistantship employment.

B. Returning Graduate Assistants

The Business Office accepts job postings from supervisors for the summer term in March, and for the next academic year in early April. It is each student's responsibility to verify his/her continuing employment with his/her supervisor. If a student is not requested back, or would like a different position, it is his/her responsibility to secure a new position. As noted above, returning students are placed in a department upon the request of a graduate assistant department supervisor.

1. Notification of Graduate Assistantship Assignment

If continuing in a previously held position, you will not receive a confirmation as your graduate assistantship assignment has already been verified. If beginning in a new position, your supervisor will contact you through your @slu.edu email address and your @ai.edu email to confirm employment.

Information will be sent from the Business Office via @slu.edu email address and your @ai.edu email regarding pay rate, handbook location on ai.edu, and your approved start and end dates for graduate assistantship employment.

C. All Graduate Assistants

1. Finalizing your Graduate Assistantship Assignment

As soon as students receive notification of a graduate assistantship placement, they must contact their supervisor to schedule an introduction and orientation session. This session must occur on or after the date you are approved to begin work. At this meeting, your supervisor will work with you to complete the graduate assistant agreement, including a weekly work schedule.

Failure to contact your supervisor may jeopardize your graduate assistantship position, so it is imperative to contact the supervisor as soon as possible.

2. Changing Graduate Assistantship Positions

If you wish to leave your current assistantship position for any reason, please inform your supervisor and the Business Office immediately. A change in graduate assistantship placement may be possible in some instances, but students must note that they are not guaranteed a new position when they leave their original placement for any reason (by choice or because the student was terminated).

If you wish to change positions and there are open positions available, it is the student's responsibility to submit a request to work in a new department. ***It is strongly recommended that students continue to work at their initial graduate assistantship placement while waiting for a new placement or while looking for a new job. A second position is never guaranteed.***

3. Employment in More than One Department

Due to the limited number of positions available, it is preferred that a student only hold one position. However, there may be instances when a student cannot schedule enough hours in a single department. In that case, it is permissible to work in more than one department. It is necessary to complete a separate graduate assistant agreement and time sheet for each department. Under no circumstances will a graduate assistantship award be increased to accommodate an additional work assignment.

If you are not receiving enough scheduled hours to earn your total graduate assistantship award, it is your responsibility to ask your supervisor for more hours and, if not available, seek an additional position.

4. Additional Hours: Operations and Events

Graduate assistants may be asked to assist with operational tasks related to Aquinas Institute or to work Aquinas events, such as donor masses, receptions, and fundraisers, to name a few. Any hours worked at these types of events will be in addition to the regularly scheduled work week, and will not count against a student's overall graduate assistantship award.

Graduate assistants should note the following events and dates as each of them will likely require the assistance of two (2) or more graduate assistants. Actual scheduling of graduate assistants will occur closer to event dates and will proceed according to the process explained in the next section.

This is not a comprehensive list and not all dates have been finalized at the time of publication. Additional dates will be added to the calendar as the year progresses.

<u>Event Name</u>	<u>Event Date</u>
Board of Trustees Retreat	August 21-23, 2024
Great Preacher Award	November 14, 2024
Board of Trustees Meeting	November 14-15, 2024
Advent Vespers and President's Holiday Reception*	December 8, 2024
Baccalaureate and Commencement	May 9, 2025
Board of Trustees Meeting	May 9-10, 2025

**denotes tentative date*

For Aquinas Institute faculty or staff who wish to request the assistance of graduate assistants for ad-hoc projects, scheduled special events, or other types of work outside the scope of a graduate assistant's primary position:

- In order to request the assistance of graduate assistants for an ad-hoc project, special event, etc., please notify Angie Beaton at beaton@ai.edu. She will arrange an email to go out to students to see who is available and will serve as a liaison between the requestor and the students who accept the request. **It is a graduate assistant's responsibility** to discuss with his/her primary supervisor whether or not the student will accept the additional assistance request and the impact that might have on his/her work schedule.
- **Please note** - Students will never be obligated to participate in any additional work opportunity, but especially those events that have not been formally requested, or not requested in the proper time frame.
- Remember that the graduate assistant's primary positions must always take precedence over any additional assistance request.

For students who have been requested to work additional hours:

- If you are interested in accepting any Request for Additional Assistance, please first have a discussion with your primary supervisor. Remember, your commitment to your primary

supervisor should always take precedence over additional work opportunities! It is your professional responsibility to initiate this conversation with your supervisor to ensure understanding of any changes to your agreed upon work schedule.

- If you accept a request for additional work hours, please know that a verbal acceptance does constitute the necessity of completion of work requested, which will be outlined in the request. You will be expected to follow through on the work requested as if it had been requested by your primary supervisor.
- If you accept a request for additional assistance, please make sure to code the hours to the correct cost center in INOVA, as each department will need to be allocated separately.

D. Payroll Procedures

1. New Employee Paperwork

As with any job, graduate assistant employees are subject to the same federal and state employment laws and institutional payroll procedures as other employees.

Payroll forms will be provided at graduate assistant orientation and can also be picked up from the Business Office.

Forms include:

- Federal W-4- Employee's Withholding Allowance Certificate
- Federal I-9 – Employment Eligibility Verification
- Missouri W-4 – Employee's Withholding Allowance Certificate
- Direct Deposit Authorization
- Praesidium Background Check Form

If the forms listed above are on file from a previous year, it is NOT necessary to complete them again. Students have the option to complete a new W-4 if they would like to make changes to their withholding allowance.

International Students have different payroll requirements, and may not be allowed to begin work until they have obtained a social security number. F-1 students are strongly encouraged to review information about working in the US available at:

<https://studyinthestates.dhs.gov/students/work/working-in-the-united-states>.

Please contact the Primary Designated School Official (PDSO) for more information.

Mary Beier, Registrar

beier@ai.edu | 314.256.8807

2. Work Hours

- Work hours should be scheduled at a mutually agreeable time between student and supervisor(s). Work hours must include at least one weekly, 1-hour check-in meeting between the student and supervisor.
- Students are never permitted to work during scheduled class periods.
- Student must stop working when the full amount of their graduate assistantship award has been earned.
- Students may not work more than 15 hours per week.
- Travel time to and from your graduate assistantship position are not considered as hours worked.

Under no circumstances can graduate assistantship wages be earned in more than one department at the same time. **If you have more than one position, you cannot have overlapping/ duplicate hours.**

3. Overview of Timekeeping

Aquinas Institute currently uses the Inova payroll system for employees. This is the system students will use as well to clock in and out, and these hours will be used to calculate paychecks.

Students will be briefed on usage of this system during work study orientation. It is the student's responsibility to remember to clock in and out. If a clock in or clock out is missed, the student must inform their supervisor immediately in order for it to be corrected. If the record is incomplete, the student will not be paid for those hours until the next payroll date. Please see the Business Operations Manager if requested work is completed for more than one supervisor or department, as these will need to be allocated separately.

Any student suspected of falsifying hours worked will be subject to disciplinary action. Falsification of hours worked is illegal and any student found to have falsified a timesheet will face disciplinary action in addition to immediate dismissal and permanent disqualification from the graduate assistantship program.

4. Payroll Dates

Payroll is issued on the 15th and the 30th/31st of each month (or the prior business day). Wages must be directly deposited into your bank account. The direct deposit authorization form will be included in your new-hire paperwork. If you have questions, please contact Donna Thro in the business office in person, by telephone at 314.256.8886, or via email at thro@ai.edu.

5. Failure to Work Awarded Hours

Failure to work all of the awarded hours will result in an inability to earn the entire graduate assistantship award. Aquinas Institute is not obligated to provide an alternate type of assistance or financial aid to a student who does not earn his/her entire graduate assistantship award. A graduate assistantship award may be cancelled if timesheets are not turned in and/or a student has no earnings.

6. Reporting Graduate Assistantship Earnings on a Tax Return

Graduate assistantship wages are considered taxable income. Students will receive a W-2 form for wages earned from Aquinas Institute. If a student is required to file a federal and/or state income tax return, any graduate assistantship earnings must be included. See INOVA login information in this handbook for information about accessing tax forms.

E. Employment Expectations

As with any employment, each student is responsible for working scheduled hours. Punctual, efficient, and cooperative performance on the job is always expected. If illness or some other unforeseen circumstance prevents a student from working, he/she must notify his/her supervisor in advance. Failure to report without adequate reason may result in termination of employment and disqualification for future graduate assistantships. In addition, you cannot work during a scheduled class. Travel time to and from your position are not considered hours worked.

Study obligations are never considered an “unforeseen circumstance”. Students should plan their work schedule with study time and coursework in mind. While your role as student always supersedes your role as employee, it is important to remember that by accepting the graduate assistantship award you are certifying that you can and will balance the requirements of study and work.

Please review the Graduate Assistant Agreement and the Graduate Assistant Rights and Responsibilities forms for more specific information about graduate assistant employment expectations.

1. Graduate Assistant Evaluations

Supervisors are required to perform a performance evaluation of graduate assistants at the end of each semester.

Graduate assistants have the option to complete an evaluation of their supervisor/department at the end of each semester. While participation in this evaluation is highly recommended, it is not required. The supervisor/departmental evaluation is available at <https://www.ai.edu/student-life/work-study>.

2. Reporting of “On the Job” Injury

If a student is injured while working, he/she must report the injury immediately to his/her supervisor. Students must submit this report even if the injury does not appear serious enough to justify consulting a doctor. The Employee Report of Injury form is available at <https://www.ai.edu/student-life/work-study>.

3. Discontinuing Graduate Assistantship or Termination of Employment

A student must discontinue or may be terminated from his/her graduate assistantship position under the following circumstances:

- a. Eligibility is exhausted (full amount of the graduate assistantship award has been earned). If you go over your award after notification, there is a possibility that eligibility for other financial aid will be decreased.
- b. Termination due to unsatisfactory job performance.
- c. Noncompliance with graduate assistant policies and procedures.

II. Supervising Graduate Assistants

A. Supervisor Responsibilities

Supervisor participation in the graduate assistantship program is vital for making this program a success! When a supervisor accepts a graduate assistant, he/she is accepting the responsibility for following institutional guidelines regarding supervision and training of students as noted in this handbook.

The supervisor must understand that some students need to work in order to meet educational and living expenses while others wish to work because they feel the experience can be a valuable part of their education. The skills students obtain from working complement their academic performance and communicate to future employers their ability to succeed in a professional setting.

All individuals who will be graduate assistant supervisors have the responsibility to:

- Complete supervisor training.
- Complete the supervisor section of the Graduate Assistant Agreement and have the student submit the Graduate Assistant Agreement along with all other hiring paperwork to the Business Office.
- Ensure students do not start work before they are eligible to begin working or allow them to continue working after they are no longer eligible to work as indicated in the Graduate Assistant Agreement.
- Remember that graduate assistants are students first. School must be the first priority, but students must not be paid to study.
- Treat all students fairly and show no favoritism among students; all graduate assistants should receive equal work hours in relationship to their awards.
- Provide students with clear expectations of their responsibilities so that they are able to effectively meet the requirements of their positions.
- Provide effective and fair training to all graduate assistant employees.
- Establish and communicate department policies, such as dress code, expectations of student conduct, and attendance guidelines. These policies and expectations should be provided in writing.
- Establish an acceptable working schedule with the graduate assistant that does not conflict with class times and supervise the student during these hours.
- Ensure that the graduate assistant has sufficient work to allow for productive use of the work hours. Students are not permitted to take work home and must not do anything non-work related while on the job.
- Monitor student performance and provide feedback and honest assessments.
- Engage in structured Guided Reflection on Work (GROW) conversations with student employees to help students connect skills and knowledge they are gaining in the classroom with the work they are doing, and vice versa.
- Keep track of graduate assistant earnings! We recommend that you keep a log of all the hours that you approve to ensure that a student does not earn more than his/her graduate assistantship award.

- Approve graduate assistant timesheets in a timeframe that allows students to submit them by 4:00 pm on the day they are due to the Business Office as indicated on the Timesheet Due Dates (see section III, G). Many students require graduate assistantship funds to cover basic living expenses so we must ensure they are paid on time! Please add reminders to your calendar to approve graduate assistant timesheets by the due date.
- Complete a formal performance evaluation with the graduate assistant at the end of each semester.

B. Posting an Institutional Graduate Assistantship Job Description

Graduate assistantship positions are required to be posted on the Aquinas Institute of Theology website at <https://www.ai.edu/student-life/work-study>. All positions must be current, so please submit a request to have your position hidden once it has been filled or viewable if you have a hidden position that needs to be filled. The Business Office is required to maintain all position postings on campus.

The Institutional Graduate Assistant Request Form may be accessed at <https://www.ai.edu/student-life/work-study> to request that a new job description is posted or to have an update made to an existing posting. The following information will be needed to complete a request:

- Job Title – make your title as unique as possible to distinguish it from other positions.
- Job Description – in 100 words or less, describe the scope of the position and its responsibilities.
- Learning Outcomes - please identify the learning outcomes associated with your position. More information about learning outcomes is included below.
- Qualifications – list any qualifications needed from a student. If no qualifications are required, list N/A.
- Minimum Education – use this section to indicate whether the position is open to all students or only students in their 2+ year.
- Department – select the department in which the position is housed.
- Supervisor – select the supervisor name from the drop-down menu.
- Supervisor Email – enter supervisor email.
- Supervisor Phone – list the supervisor’s direct extension.

While specific and actionable learning outcomes are not listed with each position, it is the institution’s belief that a graduate assistantship develops and/or reinforces various skillsets of the students at Aquinas Institute. Many of these are necessary requirements for any position in ministry or any other industry.

Examples of these skills are as follows:

- **Time Management/Organizational Skills:** Graduate assistant will demonstrate techniques for effective organization and efficient task prioritization and understand how time management affects his/her job performance and the ability of others to do their jobs.
- **Professionalism:** Student worker will understand expectations for professionalism in the workplace including language, dress, and phone/email etiquette.

- **Customer Service:** Student worker will be able to meet and exceed customer expectations by listening to customer needs, responding in a timely manner, and anticipating what a customer may need in the future.
- **Teamwork:** Student worker will work successfully in team settings which require flexibility, conflict management, and cooperation.
- **Communication Skills:** Student worker will communicate in a professional manner and understand the appropriate style of communication based on the audience.
- **Work Ethic:** Student worker will understand the value of a strong work ethic and the impact it can have on success in the workplace.
- **Critical Thinking/Problem Solving:** Student worker will demonstrate the analytical ability to gather facts, suggest solutions, and make decisions that are sound and timely.

You will receive an email regarding the status of your posting after review by the Business Office. For more information about this process, please contact Angie Beaton in the Business Office at 314.256.8810 or beaton@ai.edu.

C. Hiring Process

Please note:

- Posting a position does not guarantee that the position will be filled.
- Students cannot start working until the hiring process is complete.

Supervisors will receive an email notification when a student(s) has/have been hired. After notification, the next steps will follow:

1. Wait for confirmation from the Business Office that all employee paperwork has been completed and the date on which the student will be ready to begin work.
2. Contact the student to establish an initial orientation session. This meeting must not occur prior to the student's approved first day of work. The date of this meeting must be reported to Business Office and time spent in the meeting must appear on the student's timesheet.

D. Orientation and Training

It is the responsibility of the hiring supervisor to train graduate assistants to perform their jobs properly. Training should begin with an initial orientation session with the student and should be ongoing throughout the placement, as appropriate. During the initial orientation session, the supervisor and student should establish:

- A work schedule for the semester including regular supervisory meetings.
- Shared understanding of expectations regarding dress code, timeliness, notification procedures when a student needs to request a change in schedule or a missed shift.
- Shared understanding of how feedback will be provided including the formal performance evaluation process.
- Clear expectations for work products and quality of work

All of this information should be recorded in writing with the original forwarded to the Business Office and copies maintained by the supervisor and student.

E. Schedules and Time Management

The total maximum number of hours a graduate assistant employee may work is 15 hours per week. Supervisors are expected to establish weekly work schedules with the student each semester. Timesheets will reflect actual hours in INOVA. It is the supervisor's responsibility to verify that students are not scheduled to work during class time. Supervisors should ask for and receive a copy of the student's class schedule. Students may be allowed to exceed 15 hours per week during summer terms. If this is the case, supervisors will be informed directly by the Business Office.

If a supervisor cannot guarantee 15 hours per week of work to a graduate assistant, that student may seek out additional graduate assistantship employment to fill out his/her schedule. If a graduate assistant pursues secondary employment with another department, both supervisors must be notified and both must complete a Graduate Assistant Agreement with the student.

Students are only allowed to earn up to the amount of their graduate assistantship award. While students bear the primary responsibility for tracking their hours and ensuring they do not exceed their award, supervisors should also monitor their employee's hours to ensure they stop working once they have earned their total award.

F. Acceptable Work Assignments

The graduate assistantship experience at Aquinas Institute should be fulfilling to the graduate assistant, helpful to the supervisor/department, and should supplement but not supplant the work thereof. Graduate assistant supervisors are required to provide work that is appropriate to a student's level of expertise and status but that also encourages professional growth, learning, and development. Work assignments should be substantive whenever possible, although it is acceptable to assign administrative or secretarial tasks given that those tasks contribute to the success and progress of the department.

It is never acceptable for supervisors to assign work that is clearly expected to be performed by the supervisor or to assign tasks related to the personal assistance of the supervisor (picking up dry-cleaning, coffee, etc.).

Students serving as graduate assistants to faculty members may assist in tasks related to course preparation but are strictly prohibited from any task related to instruction or the grading or evaluation of student work.

G. Addressing Performance Issues

Supervisors are expected to address performance issues or conduct concerns with the student by providing ongoing coaching and constructive feedback to help their graduate assistants become better employees. It is important to set clear expectations with graduate assistants beginning with the initial orientation and to continually train them.

When problems arise, the supervisor should address the issue with the employee and follow appropriate performance management protocol. If performance or conduct does not improve, most issues should be addressed with an initial verbal warning. When giving a verbal warning, the supervisor should explain the constructive purpose of the feedback to the student, discuss the specific behavior that was observed, provide suggestions for improvement, agree on a solution, and

document the conversation in writing. Documentation of verbal warnings should be kept in the supervisor's files and provided to the Business Office.

If performance or conduct continues to be an issue after providing a student with a verbal warning, then the supervisor may provide a more formal written warning. When a written warning is given, the supervisor should provide a copy of the warning to the student and keep a copy for his/her records. A copy of the written warning must also be given to the Business Office to keep in the student's official file. Supervisors may attach a letter to the form if they wish to provide more detail.

H. Termination Procedures

In nearly all cases, graduate assistants should be given at least one verbal warning and one written warning prior to the supervisor terminating the student or requesting that the student be reassigned to another department. Immediate termination or reassignment should be a rare occurrence and reserved for extreme situations. Supervisors may consult with the Business Office if they would like guidance on appropriately addressing employee behavior or performance. In those rare instances where extremely concerning behavior may justify immediate termination or reassignment, graduate assistant supervisors must consult with the Business Office before proceeding with termination or requesting that the employee be reassigned. When proper protocol is followed and students are given at least one verbal warning and one written warning before proceeding with termination, the Business Office does not need to be involved. The supervisor will still need to submit the Graduate Assistant Employee Termination Notice form and notify the Business Office immediately. Once notified of the separation, the Business Office will determine if the student is eligible to work in another department.

Please note that if a student is terminated or reassigned, there is no guarantee that the vacated position will be filled with a different graduate assistant.

Supervisors must submit the Graduate Assistant Employee Termination Notice to terminate students when they stop working for any reason. This includes when students lose eligibility for graduate assistantship during a semester and are notified to stop working, at the end of a semester when students have not been approved to work during the upcoming semester, when students resign or stop showing up for work, or if a supervisor decides to terminate a student after following the appropriate performance management protocol outlined in this handbook.

When graduate assistants are terminated with the submission of the Graduate Assistant Employee Termination Notice, a new Graduate Assistant Agreement form must be submitted to rehire the student and the supervisor must wait until he/she receives confirmation from the Business Office that the rehire has been approved before the student resumes working.

By always submitting a Graduate Assistant Employee Termination Notice when a graduate assistant stops working, it will help Aquinas stay in compliance, and it will remove access to IT systems when someone no longer works at Aquinas. Due to the importance of terminating students who are no longer working, the Business Office may not be able to place additional graduate assistants with supervisors who do not adhere to this policy.

III. Graduate Assistant Employment Policies

A. Equal Employment Opportunity

Aquinas Institute is an equal opportunity employer and makes all employment decisions on the basis of merit, qualifications, and abilities.

Aquinas Institute shall recruit, hire, train, and promote all job titles, including interns, apprentices, and volunteers, without regard to race, color, national or ethnic origin, sex, disability, age, marital status, pregnancy, or other characteristics protected by federal or state law. Aquinas Institute prohibits all unlawful discrimination in the school environment, including all academic, extra-curricular, and school-sponsored activities. Aquinas Institute does not disclaim any right it might otherwise lawfully have to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

All personnel actions such as compensation, benefits, Aquinas Institute-sponsored training, apprenticeships, internships, volunteer opportunities, transfer, demotion, termination, layoff, and return from layoff, shall be administered without regard to any protected characteristic stated under federal, state, or local laws.

Aquinas Institute has numerous policies that are designed to achieve important academic and administrative objectives. It recognizes, however, that an otherwise legitimate workplace policy can have unintended consequences to individuals in a particular group or class. If a staff member believes that an Aquinas Institute policy has an adverse effect, he or she should report the issue(s) regarding the particular policy to the Executive Director of Operations and Institutional Effectiveness.

B. Catholic Identity

A truly Catholic institution of higher learning is a Christian community dedicated, according to the principles and rightful autonomy of the various intellectual disciplines, to the pursuit and transmission of Truth, under the inspiration and direction of the teaching authority of the Church, and in service to the Church and to the wider human family.

As a Catholic Graduate School of Theology, Aquinas Institute is committed to those beliefs and natural principles that form the framework of the Judeo-Christian tradition, as it is committed further to those specific matters of faith of the Roman Catholic tradition, as revealed in the person of Jesus Christ and handed down in the teachings of the church. Aquinas Institute embraces students and faculty from all faiths who accept its goals, seeking in its members a personal commitment to the ideals and principles of a spiritual life and the expression of these in worship and action.

All staff commit to harmony with the Catholic Church's teachings in speech and action. Faculty, staff, students, or volunteers who knowingly, in public speech or actions, take positions against the Catholic Church compromise their relationship with Aquinas Institute. Aquinas Institute was founded by the Dominican Friars, a religious order in the tradition of the Roman Catholic Church and maintains a unique relationship with it. Aquinas Institute's operations, policies and activities reflect this foundation and relationship and are conducted in accordance with the Church's and the Order's stated missions. Regardless of religious or denominational affiliation, all employees are expected to respect and support Aquinas Institute's mission in the fulfillment of their responsibilities and

obligations appropriate to their appointment. Aquinas Institute reserves the right as a religious entity to make decisions based on religion.

C. Use of Institutional Technology

This policy is intended to provide Aquinas Institute of Theology staff members with the guidelines associated with the use of the information technology (IT) resources and communications systems of the school, including those owned by or available at Aquinas Institute, and all use of such resources and systems when accessed by using one's own devices.

Aquinas Institute IT resources and communications systems are to be used for business and educational purposes only, unless otherwise permitted under applicable law.

All content maintained in Aquinas Institute IT resources and communications systems are the property of Aquinas Institute. Therefore, staff members should have no expectation of privacy with regard to any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, printed from, stored, or recorded on Aquinas Institute electronic information and communications systems.

Aquinas Institute reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Aquinas Institute IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that Aquinas Institute will exercise this right periodically, without prior notice and without prior consent.

Staff members should not interpret the use of password protection as creating a right or expectation of privacy, nor should they have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Aquinas Institute IT resources and communications systems.

Staff members should not use Aquinas Institute IT resources and communications systems for any matter that they would like to be kept private or confidential.

If a staff member violates this policy, he or she will be subject to corrective action, up to and including termination of employment. If necessary, Aquinas Institute will also advise law enforcement officials of any illegal conduct.

D. Social Media and Media Policy

Aquinas Institute of Theology recognizes that the Internet provides unique opportunities to participate in interactive discussions and to share information using a wide variety of social media. However, use of social media also presents certain risks and carries certain responsibilities. To minimize risks to Aquinas Institute, staff members are expected to follow the following guidelines for appropriate use of social media.

For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including one's own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with Aquinas Institute or not, as well as any other form of electronic communication.

Aquinas Institute principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Staff members should not use social media while on work time, unless it is work-related as authorized by a supervisor or is consistent with policies that cover equipment owned by Aquinas Institute. All social media that appears on any Aquinas Institute authorized account **MUST** first be approved the Coordinator of Marketing and Communications. Postings that include unlawful discriminatory remarks, harassment, threats of violence, or other unlawful conduct will not be tolerated and may subject the offender to disciplinary action up to and including termination.

Aquinas Institute cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If a staff member decides to post complaints or criticism, he or she should avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Aquinas Institute policy. A staff member's personal posts and social media activity should not reflect upon or refer to Aquinas Institute.

When posting information, a staff member should:

- maintain the confidentiality of all personal information, intellectual property, and confidential information (i.e. financial records/reports, business strategies/plans, donor lists, etc.) related to Aquinas Institute;
- not create a link from a personal blog, website, or other social networking site to an Aquinas Institute website that identifies the staff member as speaking on behalf of Aquinas Institute;
- not represent oneself as a spokesperson for Aquinas Institute but as speaking on one's own behalf;
- respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

With regard to the news media and any other outlet of external communications, if a staff member has not been authorized to speak on behalf of Aquinas Institute, he or she should not do so. The staff member should direct all media inquiries for official Aquinas Institute responses to the President.

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent staff members from communications regarding wages, hours, or other terms and conditions of employment, or to restrain staff members from exercising any other right protected by law.

E. Policy Prohibiting Discrimination and Harassment

Aquinas Institute of Theology (the “Institute”) is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the Institute to maintain an educational and work environment free from all forms of unlawful discrimination and harassment. To that end, the Institute strictly prohibits and does not tolerate unlawful discrimination or harassment by or against any of its employees, students, or applicants for employment or admission on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, marital status, pregnancy, or other characteristic protected by federal or state law.

The Institute prohibits all unlawful discrimination in the school environment, including all academic, extra-curricular, and school-sponsored activities. Students experiencing or witnessing any perceived act of discrimination and/or harassment in violation of this policy are encouraged to immediately report it in accordance with the Institute’s Grievance Procedure, below. All employees of the Institute are required to promptly report incidents of unlawful discrimination, whether verbal, physical or otherwise, of which they become aware by whatever means, pursuant to the Grievance Procedure below. All Institute personnel who observe student-on-student or staff-to-student discrimination based on race, color, national origin, sex, disability, age or otherwise are required to intervene to stop the discrimination, unless circumstances would make such an intervention dangerous. All members of the Institute community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the Institute. The Institute will investigate all formal and informal complaints of discrimination and/or harassment.

The Institute does not disclaim any right it might otherwise lawfully have to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

1. Discrimination

Unlawful discrimination may occur when an individual is treated less favorably with respect to the terms and conditions of employment or education, or with respect to the individual’s receipt of employment or educational benefits, because of his or her membership in a protected class. Accordingly, all employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, benefits and any other terms and conditions of employment, will be made without regard to the employee’s or applicant’s race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, marital status, pregnancy, age, physical or mental disability, medical status, covered veteran status, or any other characteristic protected by federal or state law. Similarly, all education-related programs and activities, including but not limited to admissions, financial aid, academic programs, research, and other extracurricular activities, will be administered without regard to the student’s race, religion, national or ethnic origin, sex, sexual orientation, gender identity, marital status, pregnancy, age, physical or mental disability, medical status, covered veteran status, or any other characteristic protected by federal or state law.

2. Sexual and Other Unlawful Harassment

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or

gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment or academic success.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or academic decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with work or academic performance by creating an intimidating, hostile, or offensive work environment.

The Institute will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (for example, assault, impeding or blocking movement, or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).

Harassment on the basis of race, color, national origin, sex, disability, age and/or other characteristics protected by law is also prohibited. Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).

These listed above are illustrative only, and not exhaustive. No form of harassment will be tolerated.

For more information please see section 11 of the Student Handbook. For a complete listing of the Sexual Misconduct policy, please see [here](#).

F. Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. Graduate assistants employed by Aquinas Institute of Theology are required to complete training in the basic provisions of FERPA to ensure that they do not violate this federal law.

- Graduate assistants must not, under any circumstances, release to any person(s) information about a student, unless the graduate assistantship position specifically requires the student to do so. Graduate assistants must refer any requests for information about a student or other Aquinas records to the supervisor to ensure compliance with FERPA.

- Graduate assistant should avoid acquiring student records or other information that is not needed to complete job duties, and should never exchange information about students that the worker may have learned while performing job duties. Even a minor disclosure of information (e.g. telling another student of someone's class schedule) may be a violation, and would result in penalties, up to and including the loss of the graduate assistantship position. Graduate assistant must keep all information obtained in the workplace at work and confidential.
- By virtue of employment at Aquinas Institute of Theology, graduate assistants may have access to education records containing grades, attendance, and personally identifiable information about current and former students (and also other employees). The unauthorized disclosure of which is prohibited by Aquinas Institute's policy on the confidentiality of student records contained in Section 11 of the Student Handbook and by the Family Educational Rights and Privacy Act of 1974 (FERPA).

G. Payroll/timekeeping

Student workers will need to create an account in the INOVA payroll system. Once you have created your account, you will need to clock in and out each day you are expected to work. Depending on what department you are working in, your supervisor will be able to see your timesheet for approval to be submitted to the Executive Director of Business Affairs, Donna Thro. For those student workers that work for the Vincentians, your approving supervisor will be appointed by the Business Office. You will need to print a copy of your timesheet via INOVA, have your Vincentian supervisor sign off on it and provide it to your Business Office supervisor, who will approve it for payment. If you have any issues with INOVA, please contact the Business Office (thro@ai.edu or beaton@ai.edu).

Instructions on how to access the INOVA payroll system will be provided to you at the work study orientation.

For your reference, the Department Codes are as follows:

- Academic Affairs/Faculty – 10
- Enrollment Management – 12
- Development – 13
- Marketing & Communications – 14
- Institutional Technology – 15
- General Institutional – 20
- Vincentians – 25
- Center for Community Engagement & Evangelization (CCEE) – 09-01-54-CCEE
- New Frontiers in Preaching Program (NF) – 09-01-61-NF

H. INOVA Login Information

Aquinas Institute contracts with the company INOVA Payroll to manage all aspects of payroll documentation.

You should use the INOVA login system to view your paystub each pay period as well as your annual W-2 tax document. Please follow the instructions below to log in for the first time. Please make sure to note your updated password.

Click the following link or copy and paste into your internet browser:

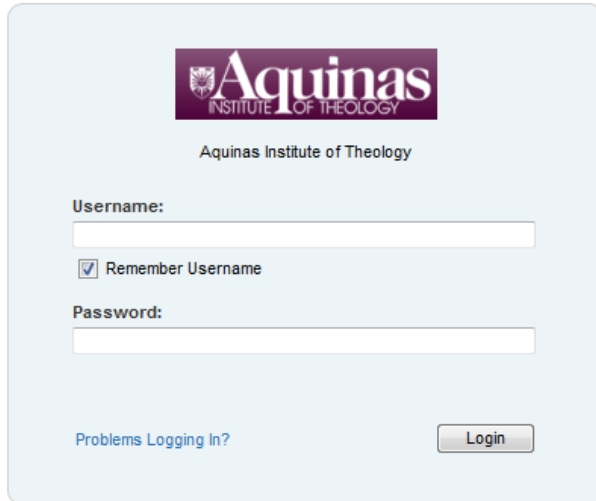
<https://secure.ipsonline.net/ta/aquinas.login>

Username: First Initial of First Name + Last Name

Example: John Doe Username: jdoe

Temporary Password: All digits of your Social Security Number

**You will be prompted to change your password upon your first login.



Aquinas Institute of Theology

Username:

Remember Username

Password:

[Problems Logging In?](#)

**Paystubs and W-2 information are ONLY available through the INOVA system. You cannot request these forms from the Business Office at Aquinas Institute of Theology.

Student & Supervisor Forms

Graduate Assistant Agreement

Section A: To be completed by the Graduate Assistant

Name: _____ Cell Phone: _____

Aid Year: 2024-2025 Graduate Assistantship Award: \$ _____ per hour

Approved Work Start Date: _____

Agreement is for: Fall & Spring Fall Only Spring Only Summer Only

By signing this work agreement, I affirm that I:

- Understand that the amount of my gross earnings may equal but not exceed the amount of the agreement, that graduate assistantship income is taxable, and that my work award may only be increased with permission from the Business Office;
- Understand that I will only be paid for hours worked. Whether or not I earn the full amount of my graduate assistantship contract depends on my willingness and availability to work;
- Understand that my supervisor will assign work that will not conflict with my class schedule and that I cannot work during a scheduled class period, that I am not permitted to work unsupervised, that I am not permitted to work on personal projects (study, homework, etc.) and that I will not be compensated for time spent on personal projects, that I am expected to be punctual in attendance, and that I must abide by any departmental policies concerning tardiness and/or absences;
- Understand that I may work for two departments (maximum) at any given time; however, a *Work Agreement* must be completed by both departmental supervisors, and my combined earnings from both departments may not exceed my total graduate assistantship award;
- Understand that students who are not performing according to the requirements established by the Business Office are subject to termination. Aquinas Institute assumes no responsibility to re-instate students who quit or are terminated from their jobs;
- Understand that in order to remain employed in the graduate assistantship program that I must maintain Satisfactory Academic Progress as stated in the Graduate Assistantship Handbook;

I agree to the terms for student employment with Aquinas Institute of Theology listed above and included in the Graduate Assistantship Handbook.

Graduate Assistant's Signature: _____

Date: _____

Section B: To be completed by the Graduate Assistant Supervisor

Supervisor's Name: _____

Department #: _____

Supervisor Direct Extension: _____ Supervisor Email: _____

Will the student need T-Drive access? Yes No If yes, which folder(s) _____

Has this student worked in your office before? Yes No

Average # of Hours/Week: _____ = (Total award)/ (# of weeks left in semester)

Enter the expected work schedule agreed upon for the semester:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Scheduled Work Hours						

I acknowledge and accept all Graduate Assistantship program policies outlined in the Graduate Assistantship Handbook and agree to employ this student according to the above terms.

Supervisor Signature _____ Date _____

After sections A and B are completed, the student must return this form to the Business Office.

Section C: To be completed by the Business Office

Is this a transfer to a new supervisor/department? Yes No Hourly Rate: \$ _____

I affirm that this student is approved for graduate assistantship according to the above terms.

Vice President and Academic Dean Signature _____ Date _____

Section D: To be completed by the Business Office

The student has completed all payroll and new hire paperwork and has been approved to start work.

Executive Director of Business Affairs Signature _____ Date _____

Graduate Assistant Information Form

Legal Name: First Name and Middle Initial

Last Name

Birthdate (MM/DD/YYYY)

Gender

County of Residence

Street Address

Apt

City

State

Zip

Home Phone

Cell Phone

Personal Email Address

Emergency Contact Information

Contact 1 Full Name

Phone 1

Phone 2

Address

City

State

Zip

Contact 2 Full Name

Phone 1

Phone 2

Address

City

State

Zip

I hereby certify that all entries are true and complete

Graduate Assistant Signature

Date

Information Technology Acceptable Use and Employee Ethics Agreement

Access to Aquinas Institute of Theology's local computer system imposes certain responsibilities and obligations upon the user and is a privilege granted, subject to AI policies. Aquinas is committed to advancing ethical and responsible use of all computing resources and will not tolerate illegal, improper, or irresponsible use.

I understand that I may be granted access to Aquinas Institute of Theology's computer systems as a necessary privilege so that I may be able to perform authorized job functions, and as such, I have the responsibility to use the systems in an ethical, professional, and legal manner. In exchange for the privileges granted me, I agree to abide by the following standards:

1. To take every reasonable precaution to prevent unauthorized access to any passwords, user identifications, login identifications or other information that may be used to access the systems.
2. To treat all confidential information within the systems as such.
3. To limit access to information contained in or obtained from the systems to persons authorized for such information, and to use that information only in the performance of my duties.
4. To respect the facilities and equipment and to prevent their abuse.
5. To use any IP addresses issued to me for carrying out the educational mission of the Aquinas Institute of Theology.
6. To report any incidents of non-compliance with the terms of this agreement to the administration of Aquinas Institute of Theology.

I understand that Aquinas Institute of Theology considers any violation of the procedures and standards herein to be a serious offense and that the Institute reserves the right to copy and examine any files or information resident on Institute computer systems allegedly related to unacceptable use.

By using the Institute's computing resources, I agree to abide by the terms of the Acceptable Use Policy and this agreement and understand that if I should violate either I will be subject to disciplinary action.

Graduate Assistant Name (Print)

Date

Graduate Assistant Signature

Department Name

Graduate Assistant Employment Confidentiality Policy Agreement

As a graduate assistant at Aquinas Institute of Theology, you play an important role in assisting in the operation of the institution and contributing to the success of your fellow students, faculty, and staff.

The *Family Educational Rights and Privacy Act* (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As a student or casual employee of Aquinas Institute of Theology, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

Unless your position specifically requires it, you may not disclose information about a student to anyone. To do so is in violation of federal law. Unauthorized disclosure would result in penalties up to and including the loss of your job and sanctions by the Institution. Even a seemingly minor disclosure of information, such as telling another student of someone's class schedule, is a violation and would result in punitive action.

All graduate assistants are required to adhere to confidentiality policies that govern information acquired through their employment. This information may include, but is not limited to, student, faculty and staff personnel, financial, or academic records; donor information; faculty teaching and research; and, Institute business information and internal communications, which includes conversations related to office and Institute operations. Both you and the office or department for which you work are obligated to protect the confidentiality of this information, and you may not reproduce, disseminate, or disclose its contents in any way.

All graduate assistants are required to maintain the confidentiality of all information acquired through their employment.

Aquinas Institute of Theology expects that all graduate assistants will respect the confidentiality of work-related student, personnel, financial, or academic record information and adhere to this policy. Any failure to do so may result in penalties up to and including the loss of your job and sanctions by the Institute.

I acknowledge that I have read and understand the above policy regarding confidentiality, and I agree to maintain complete confidentiality of information obtained through my employment.

Graduate Assistant Name (Print)

Date

Graduate Assistant Signature

Department Name

Graduate Assistant Rights and Responsibilities

The graduate assistantship program requires that you receive the information contained in this document. This is an extended list of your rights and responsibilities as a participant in the graduate assistantship program and supplements the information and policies contained in the *Graduate Assistantship Handbook* and your *Graduate Assistant Agreement*. If you have any questions or do not understand any item, please ask the Business Office. **Please read this form carefully and initial each item.**

As a graduate assistant, I understand that I have the right to:

- Expect Aquinas Institute to provide equal opportunity in employment without regard to sex, race, creed, national origin or disability.
- Work free from the threat or actual incidence of any form of harassment.
- Work in an atmosphere consistent with the values of Aquinas Institute of Theology.
- Be provided with adequate instruction and the necessary working conditions for the performance of my duties.

As a graduate assistant, I understand and agree that:

- I have read the entire *Graduate Assistantship Handbook*, and I will abide by all graduate assistantship program policies.
- My graduate assistantship award must be earned by working. It is not a grant. I can only be paid for hours that I have worked, and I understand that my award is to be earned throughout the award period. I am not allowed to work more than 15 hours per week during semesters when I am taking courses. I cannot exceed 15 hours per week without written approval from the Business Office.
- I will notify my supervisor and stop working immediately if my enrollment at Aquinas Institute drops below 6 credits for any reason. I understand that I must be enrolled in at least 6 eligible credits to participate in the graduate assistantship program, and I will stop working on the day my enrollment falls below 6 eligible credits.
- The amount of the graduate assistantship award that was offered is the maximum amount that I can earn during the period of the award. I will not work in excess of my award. I will also not work before or after my eligibility ends.
- I will immediately stop working if any of the following situations occur:
 - My enrollment drops below 6 eligible credits during the semester I was approved to work;
 - If I fail to meet the Satisfactory Academic Progress requirements;
 - If I have earned my full graduate assistantship award for the applicable semester;
 - If I am notified by my supervisor that the Business Office informed me I must stop working;
 - On the last day of the semester I was approved to work (with the exception of Fall/Spring graduate assistants who meet the requirements listed in the above section).
- I will not earn more than the Fall portion of my graduate assistantship award during the Fall semester. However, I understand that any unearned portion of my Fall semester graduate assistantship award and my Spring semester graduate assistantship award can be earned during the Spring semester. A new Summer Graduate Assistant Agreement must be approved in order to work during the Summer semester.
- If I do not earn my full Fall/Spring graduate assistantship award by the end of Spring semester, or if I do not earn my full Summer graduate assistantship award by the end of the Summer

graduate assistantship program, any unearned portion will be cancelled; it cannot be earned later and it will not be converted to another type of financial aid.

- I will dress appropriately for work at my job site and act in a manner that reflects positively on Aquinas Institute of Theology.
- I will always notify my supervisor before I am scheduled to work if I will be late, or if I cannot report to work as scheduled. Repeated tardiness or failure to show up to work as scheduled may result in termination.
- During my initial orientation session with my graduate assistant supervisor, I will ask questions about job duties, responsibilities, and expectations. I will also discuss my availability and any other relevant matters or other commitments that could influence my job performance or my ability to work a particular schedule that may be agreed upon by me and my supervisor.
- I understand that I am not allowed to work when I am scheduled to be in class, nor am I allowed to study while on the job, and that personal cell phone and social media/internet use must not interfere with the completion of my job duties.
- I understand that I must submit my timesheet and it must be approved by my supervisor by the date due in the Business Office as indicated in the Timesheet Due Dates calendar. If my timesheet is submitted or approved after the date it is due in the Business Office, it is considered late and I will not be paid until the pay date for the following pay period.
- Timesheets that are filled out incorrectly will not be processed and will be returned to the graduate assistant. The graduate assistant must then resubmit the timesheet, this may delay the receipt of payment for the period.
- I will regularly check my @ai.edu email account since this will be the primary method of communication used to convey important information about the graduate assistantship program.
- Graduate assistantship earnings are taxable income. At the end of the calendar year, I will receive a W-2 form from Aquinas Institute. It will show the amount of my earnings and the amount of federal, state, and local taxes withheld, if any. This information will also be sent to federal, state, and local tax agencies. If I am required to file a tax return, I must include these earnings.
- If a problem develops on the job, the first point of contact should be my supervisor. If the problem cannot be resolved, I should contact the Business Office.

I hereby acknowledge that I agree to abide by all the graduate assistantship program policies contained in the Graduate Assistant Handbook, my Graduate Assistant Agreement, and this Graduate Assistant Rights and Responsibilities Form.

Graduate Assistant Name (Print)

Date

Graduate Assistant Signature

Department Name

Graduate Assistant Employee Performance Evaluation

Employees should be evaluated at the end of each semester. If problems arise, additional evaluations could be indicated. All supervisors are expected to use this form when evaluating their graduate assistants. The Business Office must receive copies of all evaluations.

Graduate Assistant Name: _____

Department: _____

Supervisor Name: _____

Please evaluate the student according to the following criteria, offering additional comments where appropriate:

- | | |
|-------------------|--|
| 1. Unsatisfactory | Does not meet expectations |
| 2. Below Average | Meets some expectations, but needs improvement |
| 3. Satisfactory | Meets expectations, but does not exceed them |
| 4. Very Good | Exhibits above average performance |
| 5. Exceptional | Exhibits superior performance |

- 1 2 3 4 5 Productivity: Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.
- 1 2 3 4 5 Punctuality: Student is responsible, dependable, punctual, has good attendance, and notifies supervisor if he/she will be late or unable to work.
- 1 2 3 4 5 Attitude Towards Work: Student is enthusiastic, interested, diligent, courteous, and willing to work on difficult or disagreeable tasks.
- 1 2 3 4 5 Communication Skills: Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.
- 1 2 3 4 5 Initiative: Student asks for work if not assigned and is able to work independently.
- 1 2 3 4 5 Creativity: Student is innovative, accomplishes tasks in creative ways, and offers suggestions for new or better methods of operation.
- 1 2 3 4 5 Relationship with Others: Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.
- 1 2 3 4 5 Overall Contribution: Student contributes overall to improving the department.

Additional Comments

1. Does your department provide any educational opportunities? If so, how did the student take advantage of them?

2. Please identify some of the student's strengths and weaknesses, offering any suggestions for improvement.

3. If the student is eligible and returning to Aquinas for the coming year, I wish to hire this student again for similar work within my department. ___ Yes ___ No

Why or why not?

Please discuss the performance appraisal with the student and sign below. The student's signature is optional, but encouraged. Make two copies. Forward the original performance appraisal to the Business Office. Retain one copy for your file and provide one copy to the student.

Graduate Assistant Employee Signature

Date

Graduate Assistant Supervisor Signature

Date

Graduate Assistant Employee Warning

To:

— Graduate Assistant Employee

From:

Graduate Assistant Supervisor

Subject: Written Warning

Date:

In addition to my discussion with you regarding the item(s) checked below, this communication serves as the last warning you will receive before being terminated as a graduate assistant employee in the _____ Department/Office.

The reason(s) for this action is/are:

- () 1. Failure to report to work as scheduled
 - () 2. Continued tardiness
 - () 3. Failure to comply with rules and regulations of this Department/Office
 - () 4. Unsatisfactory performance
 - () 5. Poor work attitude
 - () 6. Violation of policies set forth by Aquinas Institute of Theology
 - () 7. Other
-
-

Additional information is attached to this warning. ___ Yes ___ No

Graduate Assistant Supervisor Signature

Date

CC:

Vice President and Academic Dean

Date

Graduate Assistant Employee Termination Notice (Supervisor's Decision)

To:

Graduate Assistant Employee

From:

Graduate Assistant Supervisor

Subject: Termination of Graduate Assistant Employee

Date: _____

_____ (Graduate Assistant) has been notified and terminated as an employee in the _____ Department/Office of Aquinas Institute of Theology, effective _____, and has been instructed to stop reporting for work. Documentation is attached that provides a more detailed account of the reason(s) for this action. Basic reason(s) for this action is/are (check all that apply):

- () 1. Failure to report to work as scheduled
- () 2. Continued tardiness
- () 3. Failure to comply with rules and regulations of this Department/Office
- () 4. Unsatisfactory performance
- () 5. Poor work attitude
- () 6. Violation of policies set forth by Aquinas Institute of Theology
- () 7. Other

Additional information is attached to this notice. ___ Yes ___ No

Graduate Assistant Supervisor Signature

Date

CC:

Vice President and Academic Dean

Date

Graduate Assistant Employee Termination Notice (Student's Decision)

To:

Graduate Assistant Supervisor

From:

Graduate Assistant Employee

Subject: Termination of Graduate Assistant Employee

Date: _____

I, _____ (Graduate Assistant) have notified my supervisor that I will no longer be an employee of the _____ Department/Office at Aquinas Institute of Theology, effective _____, and will stop reporting for work immediately. Documentation is attached that provides a more detailed account of the reason(s) for this action. Basic reason(s) for this action is/are (check all that apply):

- () 1. Work/school balance is not manageable
- () 2. Job responsibilities were not those as advertised
- () 3. Other

Additional information is attached to this notice. ___ Yes ___ No

I acknowledge that by vacating this position, I am forfeiting my job at Aquinas Institute of Theology and am not guaranteed a graduate assistantship position at a future time. Please see Section I.C.2 for full policy.

Graduate Assistant Signature

Date

CC:

Vice President and Academic Dean

Date