

Syracuse University

Graduate Research and Teaching Assistants

Benefits and Responsibilities

Academic Year 2012 – 2013

Graduate Enrollment Management
Suite 212, Bowne Hall

The Graduate School
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February 27, 2012

TABLE OF CONTENTS

<u>Part I – Responsibilities</u>	<u>Page</u>
❖ Student Checklist	2
❖ Definition of an Assistantship	3
▪ First-time Teaching Orientation	3
❖ Acceptance of a Graduate Appointment	3
❖ To Accept Your Award	4
❖ Enrollment	4
❖ Verification of Employment Eligibility	4
▪ For Graduate Assistants Being Newly Appointed	4
▪ For International Graduate Appointees	4
❖ Acknowledgment of Pay Notification	5
❖ Payments and Taxes	
▪ Social Security Numbers	5
▪ Payment Cycles	5
▪ Direct Deposit of Payments for Services	6
▪ FICA Taxes on Payments for Services Made to Graduate Assistants	6
▪ Income Taxes on Payments for Services Made to Graduate Assistants	6
▪ U.S. Citizens and Permanent Residents	6
▪ Nonresident Aliens	6
❖ Tax Status of Tuition Reduction Credits	6
❖ Graduate Tuition Reduction Credits and Their use	7
▪ Condition of Tuition Reduction Credits	7
▪ Changes In Degree Program	7
❖ Information Specific to Senior Teaching or Research Graduate Assistants	7
❖ Dismissal and Non-reappointment	8
❖ Grievance Procedure	8
<u>Part II – Benefits</u>	
❖ Auditing Courses	8
❖ SU Health Services	9
❖ Eligibility for Medical, Dental and Vision Benefits	9
❖ Enrolling in Medical and Prescription Drug Plans	10
❖ Dental and Vision Benefits	10
❖ Health Insurance for Those Not Eligible for Subsidized Health Plans	11
❖ Vacations and Holidays	11
❖ SU Bookstore	11

Student Checklist For Accepting a Graduate Research or Teaching Assistantship at Syracuse University

The following checklist represents actions you need to complete and key information you should read before you begin your graduate assistantship at Syracuse University. The documents enclosed with this checklist are referenced below. They provide instructions and important information regarding benefits you are eligible for, rules and responsibilities accompanying your assistantship. Please read all materials carefully. **Check your syr.edu email address regularly for updates.**

If you have questions regarding your award, you may contact the department that has offered the assistantship or Graduate Awards at gradawd@syr.edu . **Be sure to include your name and SU ID.**

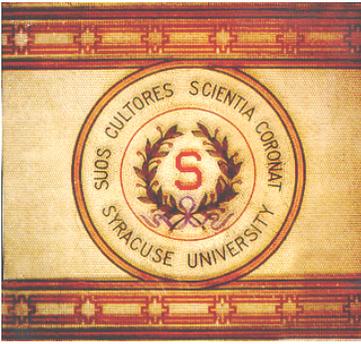
Before You Begin Employment:

- You should receive a formal assistantship offer letter that includes a page to sign if you are accepting the offer
 - Return **signed** acceptance page to the department
 - Review the Assistantship Handbook – save document as it discusses medical insurance eligibility and coverage, use of tuition reduction credits, and many other points
- Complete pay notice acknowledgement – described in your letter and Assistantship Handbook
- Register **BEFORE** the first day of classes or you will not be able to begin work
- Determine if you need health insurance, and enroll within the time period stated in the Assistantship Handbook. You should receive instructions from Syracuse University Human Resources by email – **sent to your syr.edu email address**. If you do not receive this information, contact Graduate Awards at gradawd@syr.edu .
 - International students:** should also enroll in MEDEX through the Slutzker Center Website, see [MEDEX application form](#)

When you arrive on campus, you should:

- Understand the work requirements and expectations of your assistantship by speaking with your supervisor
- Understand your departments holiday and vacation policies by speaking with the department staff
- If you fail to receive your payments for work you are performing, contact Graduate Awards immediately at gradawd@syr.edu

If you have any questions regarding your assistantship, or tuition reduction credits do not appear correctly on your bill, please contact Graduate Awards immediately – don't wait! gradawd@syr.edu



Benefits and Responsibilities for Teaching and Research Graduate Assistant Appointments

PART I - RESPONSIBILITIES

❖ **Definition of an Assistantship:**

Graduate teaching and research assistants provide services to an academic or administrative department of the University as defined in their appointment letters. *A full-time graduate teaching or research assistant appointment shall not require a total workload exceeding 20 hours a week, on average.* The combination of service, study, and research performed by those holding full-time, 20 hours/week graduate teaching or research assistantships constitutes a full-time assignment; it is expected that you will accept no other work for pay. If you have been awarded a full-time assistantship, *a request to perform other work is an exception to this policy, and must be approved by your department chair or program director. This requirement does not apply to students with a part-time teaching or research assistantship (less than 20 hours per week).* **Note: Graduate Assistants with a full-time assistantship (20 hours) may not hold another assistantship position.**

First-time Orientation: For new graduate teaching assistants, part of their assignment is participation in the University's Teaching Assistant orientation held prior to the start of the fall semester. You should receive notification about this by email; if you do not, please speak with someone in your department prior to teaching. New graduate teaching assistants are not exempt from this requirement. Refer to your graduate assistant offer letter for more detail.

Graduate teaching or research assistants may also be offered tuition reduction credits as specified in their appointment letters. They do not typically register for more than three (3) courses or a combined total of nine (9) credits of thesis, dissertation, independent study and variable credit courses in any fall or spring semester of appointment. **Graduate teaching or research assistants wishing to alter the distribution of credits must consult their academic department before the semester ends (see page 6).**

❖ **Acceptance of a Graduate Appointment**

Syracuse University subscribes to the following Council of Graduate Schools (CGS) Resolution concerning Graduate Scholars, Fellows, and Assistants. Most CGS members recognize this resolution.

Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment

has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, and assistantship offer.

To Accept Your Award:

The assistantship offer letter has a section at the end for your signature of acceptance. Please review the letter and instructions on the signature page. If you have been offered a graduate teaching or research assistant appointment and tuition reduction credits and wish to accept them, you must sign, date and provide your University ID number in the spots indicated and return the letter by the date stated; return the signed letter and acceptance page to the person indicated on the signature page.

❖ Enrollment – Students Must Be Registered: Full-Time Status & Registration

All graduate students holding an assistantship in a given semester will be considered full-time students for that semester by virtue of their holding that award.

While there is no minimum number of credits for which a graduate assistant must register in order to attain full-time status, to receive the benefits associated with an assistantship position, **you must be a registered student**. If you have completed all credit-bearing courses required for your degree, you must maintain your official student status by registering for **GRD 998 zero credit hours degree in progress**.

IMPORTANT: Registration must be complete by the first day of classes. Graduate assistants **will not be allowed to work if not registered**. It is recommended that you take advantage of early registration if you are a returning student.

❖ Verification of Employment Eligibility

The Immigration Reform and Control Act of 1986 *require* that the University verify employment eligibility. Appointments to assistantships are contingent upon the appointee's providing adequate employment-eligibility documentation as defined by that Act.

For graduate assistants being newly appointed within Syracuse University for all or part of the 2012-2013 academic year:

- Complete the required **Employment Eligibility Verification form (I-9)** for employment at one of the Human Resources Service Centers (locations indicated below). Students may go to Human Resources prior to their start date, but no later than the first day of work.
- Benefits-eligible Graduate Assistants will receive an email to their syr.edu email account to announce the benefit sessions and enrollment process. Students must elect health coverage within 31 days of the effective date of their appointment or forfeit the opportunity until the next open enrollment period.

Human Resources Service Centers are located at:

- 1) 210 Steele Hall, 443.4042; and
- 2) Skytop Office Building, South Campus, Room 101, 443.4042.

For international graduate appointees (those who attest they are an “alien authorized to work” on the I-9 Form)

The Employment Eligibility Verification Form I-9 must be completed at the Office of Human Resources. This can be done at the Satellite Office located in Room 210 Steele Hall; presentation of a valid passport and Form I-20 or DS-2019 are possible documents to present for this purpose. If you do not already have a Social Security number or have lost

your Social Security Card, you will need to apply for a Social Security number. Please see the Slutzker Center for International Services website for more details: <http://international.syr.edu/current-students/employment-ssn/social-security.html>.

❖ **Acknowledgement of Pay Information**

New York State requires that new employees acknowledge their pay information before starting a new position. A notification of your pay rate and other relevant information (Pay Notice) will be created for you when your appointment information is accepted into the Human Resources system. You will receive an email to your syr.edu email account to notify you that the notice will be viewable within 24-48 hours. The pay notice is accessed through the View My Pay Notice link in My Slice. Please follow the instructions in the email, and review and acknowledge your pay information online.

The process will take only a few minutes, so we encourage you to log in as soon as you receive the email to avoid any issues on your first day. If you do not have access to a computer or need general assistance with the process, there is a computer kiosk outside of the Office of Human Resources in Skytop Office Building. A Human Resources representative will be able to assist you during normal business hours. For any questions regarding the pay notice process, please contact the HR Service Center at hrservic@syr.edu or 443-4042.

❖ **Payments and Taxes**

Social Security Numbers: International appointees without a Social Security number **must** immediately apply for a Social Security number upon arrival at the University, and provide a copy of the receipt of application from the Social Security Administration to the Payroll Service Center. Once received, a copy of the assigned number must be provided to the Payroll Service Center. For questions on Social Security numbers, please contact the Payroll Service Center at 315.443.4042 or payroll@syr.edu.

Payment Cycles:

WEEKLY: Graduate assistants that are paid weekly are paid on Wednesday following the week in which they worked. *The workweek begins on Thursday and ends on Wednesday.*

SEMI-MONTHLY: Graduate assistants (GAs) that are paid on a semi-monthly basis are paid on the business day closest to the 15th calendar day of the month and the last business day of the month.

Number of Pays for Semi-Monthly or Weekly:

The number of pays is determined by both the appointment period and funding. If students do not begin work at the start of a semester, the payment schedule in the table below may be revised by their department.

2012-2013	# of Payments	Payments Begin	Payments End
FULL Year Appointment			
Weekly	40	August 22 nd	May 22 nd
Semi-Monthly	18	August 31 st	May 15 th
Fall Appointment			
Weekly	20	August 22 nd	January 2 nd
Semi-Monthly	9	August 31 st	December 31 st
Spring Appointment			
Weekly	20	January 9 th	May 22 nd
Semi-Monthly	9	January 15 th	May 15 th

Direct Deposit of Payments for Services:

Payments may be directly deposited into an individual's bank account(s). This is strongly encouraged. All employees have the capability to log on to My Slice at <http://myslice.syr.edu> and select the link [View/Update My Direct Deposit](#) under Employee Services. This allows:

- Employees who currently have direct deposit, to view their existing distribution.
- Employees who currently have direct deposit, to add new bank account(s) and remove or make changes to their existing distribution.
- Employees currently receiving a paycheck, to set up a direct deposit of their pay for the first time.
- All Graduate Assistants/Associates that have direct deposit will receive an email notification of payment on payday, in place of a paper pay stub.

For more information on Direct Deposit, please contact the Payroll Service Center at 315.443.4042 or payroll@syr.edu.

FICA Taxes on Payments for Services Made to Graduate Assistants

FICA (Federal Insurance Contributions Act-Social Security and Medicare) taxes will not be withheld by the University from payments for services to graduate assistants who are registered for 6 or more credit hours or dissertation (GRD 998) during the academic year or summer. **Students MUST be registered to receive this exemption.**

Income Taxes on Payments for Services Made to Graduate Assistants

U.S. Citizens and Permanent Residents: Payments to U.S. Citizens and Permanent Residents for services as a Graduate Assistant are taxable income, subject to Federal and New York State Income Tax withholding based upon the withholding forms completed online by the employee. All employees have the capability to log on to My Slice at <http://myslice.syr.edu> and select the links [View/Update My Federal Tax or View/Update My NY Tax](#) under Employee Services. This will allow employees to view their current federal or NY state tax status and withholding allowance and to change their status and/or allowances. The University is required to report wage payments and taxes withheld on Form W-2 to the recipient and to the IRS (Internal Revenue Service).

Nonresident Aliens: Generally, payments to a Nonresident Alien for services as a Graduate Assistant are taxable income, subject to withholding. The University is required to report these wage payments and taxes withheld on Form W-2 to the recipient and to the IRS.

The existence of a tax treaty between the individual's country of residence and the U.S. with a provision for payments as a Graduate Assistant may result in an exception to the withholding requirement, if the individual meets the terms of the treaty. These terms may pertain to length of stay in the U.S. and/or the amount of the payment. Wage payments exempt from withholding by treaty are required to be reported to the recipient and the IRS on Form 1042-S.

To enable the University to determine the proper tax status for a nonresident alien graduate assistant/associate, for each calendar year it is necessary for the individual to complete a Nonresident Alien Information Form. Information about the form is available on the Comptroller's Office website below. Any additional required forms will be sent to the individual for completion/signature and return.

http://comptroller.syr.edu/comptroller/display.cfm?content_ID=%23%2BH%21%28%0A

❖ Tax Status of Tuition Reduction Credits

The tuition reduction credits provided to graduate research assistants and graduate teaching assistants at the University have been structured to satisfy the requirements for tax-free treatment under the Internal Revenue Code. Each year the University will review those tuition reduction credits, and will verify that such requirements are satisfied.

❖ Graduate Tuition Reduction Credits and Their Use

Graduate tuition reduction credits may be applied to tuition charges for graduate courses. In rare cases, undergraduate courses can be approved by the scholar's advisor. Approval for use of tuition reduction credits for undergraduate courses must be sought by **PRIOR** to registration by submitting a *Petition to the Faculty* form.

The tuition reduction credits may **NOT** be applied to the following: noncredit courses; courses of individual instruction such as applied music (with the exception of scholars majoring in music); workshop courses where fees normally cover expenses other than tuition; undergraduate courses (*except as provided in the preceding paragraph*); courses of physical education that will not count toward degree requirements; any courses audited during summer; and courses taken at the SUNY College of Environmental Science and Forestry or SUNY Upstate Medical Center at Syracuse, unless certified as required in a degree program.

Tuition reductions are awarded in a variety of configurations, depending on a graduate assistantship terms of appointment. In order to alter the configuration of credits, the award holder must seek the permission of his/her academic department and once approved, the academic unit must submit the change to the Graduate Awards Unit to update the record. *Unused tuition reduction credits will become void if unused. **Students should always check their Student Bursar Account to ensure requested changes have been applied. It is a student's responsibility to be aware of other academic and financial deadlines. These deadlines may affect the use of tuition credits.***

Condition of Tuition Reduction Credits

Awards of tuition reduction credits are made by academic departments under the condition that the appointee makes satisfactory academic progress in the degree program in which he/she was enrolled at the time of the award offer. Consult with your department on questions of academic progress.

Changes in Degree Program

Recipients of awards of tuition reduction credits must seek the permission of their academic department (or graduate program director, if appropriate) and the hiring department if different, to initiate any change in degree program and still retain such an award.

❖ Information Specific to Senior Teaching or Research Graduate Assistants

Senior Teaching or Research Graduate Assistants receive a stipend in remuneration for teaching or research in an academic or administrative department for an average of 30 hours per week. These positions are involved in teaching or research activity to a greater degree of responsibility and independence than graduate assistants in their respective fields. The stipend for Senior Teaching or Research Graduate Assistants is greater than that for graduate assistants in their respective departments. (The position of Senior Teaching or Research Graduate Assistant is expected to supersede the appointment of graduate students as part-time or full-time lecturers or instructors.)

Normally, they are matriculated for a doctoral or other terminal degree and have achieved candidacy status; i.e., they have satisfied all requirements except for the doctoral dissertation. A Senior Assistant's research or teaching should not exceed an average of 30 hours per week, with the remainder of time devoted to study for an advanced degree. A senior assistant may be assigned to two academic or administrative departments, provided that the total time requirements of the dual appointments do not exceed the 30-hour per week restriction.

- **International students** need special authorization from the Slutzker Center for International Services for a senior research assistant appointment, and are not eligible for a senior teaching assistant appointment. The combination of service, study, and research performed by those holding Senior Teaching or Research Graduate Assistantships (30 hours of service per week) constitutes a full-time assignment that must be authorized under Curricular Practical

Training. No other appointment may be held in conjunction with Senior Research Graduate Assistantships at Syracuse University except possibly tuition reduction credits.

❖ Dismissal and Non-reappointment

The following statement is from the University's Faculty Manual (Section 3.21):

"In no case shall graduate or teaching assistants be dismissed without being provided with a statement of reasons and an opportunity to be heard before the AFT Committee*. (A dismissal is a termination before the end of the period of appointment, which in no case shall be longer than one year.)

In the case of non-reappointment of graduate or teaching assistants who established prima facie cases to the satisfaction of the AFT Committee that a consideration volatile of academic freedom significantly contributed to the non-reappointment, they shall be given a statement of reasons by those responsible for the non-reappointment and an opportunity to be heard by the hearing panel of the AFT Committee."

*The AFT Committee referred to here is the University Senate's Committee on Academic Freedom, Tenure and Professional Ethics (AFTPE).

Termination of an assistantship: There are typically several reasons for the termination of a graduate assistant position: the student makes a decision to leave the University; the student is changing his/her degree program and the original assistantship offer becomes invalid; the student is not meeting academic expectations of the department; or the student is not meeting job performance expectations. If a teaching or research graduate assistant position is terminated, any tuition reduction credits that would have been available in future semesters with respect to that position will no longer be available.

❖ Grievance Procedure

Any graduate student with a grievance regarding improper treatment by the graduate mentor, any other faculty member or a faculty committee should seek to resolve the grievance within the academic unit of study. If the grievance is not resolved locally, it should be pursued through the procedures of the school or college or brought before the Dean of the school or college within which the academic unit resides. If the graduate student wishes to appeal the decision of the school or college, the appeal may be taken to the Dean of the Graduate School. The Dean of the Graduate School shall have the authority to investigate all relevant aspects of the grievance with the objective of seeking fair resolution of the grievance. If the findings or recommendations of the Dean of the Graduate School are not agreeable to the Dean of the school or college, then the grievance will be referred to the Provost, who will make a final decision. The authority of the Dean of the Graduate School extends to investigations of compliance with rules and procedures, and shall include authority to investigate allegations of misconduct or inappropriate treatment of students, but shall not extend to matters of academic assessment. The Graduate School is not an appropriate venue for review of decisions made by the Office of Academic Integrity or through the student judicial process.

PART II - BENEFITS

❖ Auditing Courses

Graduate students holding an assistantship are entitled to audit courses during the fall and spring semesters at no charge. Permission of the instructor must be obtained by completing a "*Grading Option Application Form*" with the instructor's signature. The form is then returned to the Student Records Office at 106 Steele Hall. (Forms are available at the Student Records Office, or your academic department.) **Auditing courses during a Summer Session is NOT free; students will be charged 60% of graduate tuition.**

❖ SU Health Services

A health fee is mandatory for all full-time students and is included with billing from the Bursar's Office. Syracuse University Health Center provides student-centered ambulatory health care to full-time students who have paid the mandatory health fee, and to part-time students and eligible spouses/domestic partners on a fee for service basis. The health fee is remitted for full graduate assistant appointments and prorated for partial appointments. Payment of the health fee entitles eligible students to the following:

- Office visits at SU Health Services
- Syracuse University Ambulance (SUA) services
- SU Medical Transport services
- Counseling Center services
- University R.A.P.E Center services
- Allergy services
- Nutritional counseling services
- Health education and wellness promotion services
- Public health monitoring and oversight

Additional fees are charged for laboratory services, X-ray services, and pharmacy items. The charge may be added to the bursar account or can be paid by cash or check at the time of service. Charges billed to the bursar account appear as a "Health Services" charge. Itemized statements are available from the Health Services cashier and may be submitted to outside insurance companies for possible reimbursement.

The health fee is not health insurance. Syracuse University strongly recommends students carry health insurance to cover expenses not covered by the mandatory health fee, such as referrals to outside providers, emergency room care, hospitalization, prescriptions, and eye or dental care. *For questions, call The Health Center at 443-2666.*

❖ Eligibility For Medical, Dental and Vision Benefits For Students Holding A Graduate Assistantship:

Graduate assistants with a ten-hour appointment or greater are generally eligible to participate in the University's subsidized health care plans. Spouses, dependents, and domestic partners will also be eligible for medical, prescription drugs, dental and vision coverage to the extent they satisfy the applicable eligibility requirements set forth in documents maintained by the Office of Human Resources, and will be known as qualifying dependents if such requirements are satisfied.

If a new qualifying dependent is not enrolled within 31 days after first being eligible, the qualifying dependent will not be eligible to be enrolled in the applicable plan until the next open enrollment period. For open enrollment elections, the dependent's coverage will be effective January 1. If federal law requires an earlier special enrollment period, such earlier special enrollment period will apply. Additionally, an appointee who experiences a qualifying life event (change) may make changes outside of this enrollment period, within 31 days of the event. Qualifying life events are: marriage, divorce, death, birth/adoption, loss of benefit coverage, or loss of student status. In addition, the IRS allows an employee to drop coverage mid-year if his/her spouse's open enrollment includes new coverage options not previously available. If you experience such a life event change and wish to make changes to your benefits, you must contact the Human Resources Service Center within 31 days of the event.

- Specific questions on the eligibility should be directed to the Human Resources Service Center at 315.443.4042, or

<http://humanresources.syr.edu/benefits/>.

❖ Enrolling In Medical and Prescription Drug Plans

It is important to enroll in the University's group medical and prescription drug plans within the first 31 days of the graduate assistant appointment effective date. Any elections that are chosen will be effective as of the graduate assistant appointment effective date. The University is bound by strict rules regarding when one may enroll in the University-subsidized medical and prescription drug plans. Students coming into their first graduate assistant appointment may enroll within the first 31 days of their appointment. In subsequent appointment years, students may only enroll during the "Open Enrollment" period, which usually is announced in the middle of the fall semester. Consequently, appointees should plan their future health coverage carefully. For example, new Fall 2012 graduate assistant appointees have 31 days from the effective start date of their Fall appointment to enroll. New Spring 2013 graduate assistant appointees not previously in a benefits-eligible assistantship position the previous semester, must enroll within 31 days from the effective start date of their spring appointment.

Appointees continuing their appointment into the Spring 2013 semester who held an appointment the previous semester **and** did not enroll in the medical and prescription drug plans for the Fall 2012 semester, **and also** did not enroll during the 2012 Open Enrollment period *are not eligible to enroll* in the University's medical and prescription drug plans during the Spring 2013 semester. Contact the Human Resources Service Center for additional information regarding enrollment.

SU offers the following medical and prescription drug plan options to all benefits-eligible graduate assistants: SUBlue, SUOrange, and SUPro. All three plan options include medical benefits administered by POMCO and prescription drug benefits administered by Medco. Additional information can be reviewed at:

<https://humanresources.syr.edu/benefits/Medical.html>.

❖ Dental and Vision Benefits

Graduate assistants who have a full 2012-13 academic year appointment of at least 10 hours per week will be offered the opportunity to enroll in dental and vision insurance within 31 days of the start of their appointment. *Any elections that are chosen will be effective as of the graduate assistant appointment effective date. Enrollment into the dental and vision plans generally is a two year commitment – as long as you have an assistantship you must retain your selected coverage for the remainder of the applicable two year cycle. The current University 2 year cycle is for 2011-2012, and thus coverage under that cycle will continue for the remainder of 2012 (e.g., a graduate assistant with dental and vision coverage in the Spring of 2012 must retain those coverage for the remainder of 2012 as long as his or her assistantship continues in 2012). You will be able to change coverage (and start a new 2 year commitment if continually eligible) in the Fall 2012 Open Enrollment (with a January 1, 2013 effective date).*

It is important to enroll in these plans within the first 31 days of the graduate assistant appointment effective date. The University is bound by strict rules regarding when one may enroll in the dental and vision plans. Students coming into their first full academic year graduate assistant appointment may enroll within the first 31 days of their appointment. In subsequent appointment years they may only enroll during Open Enrollment. Consequently, appointees should plan their future dental and vision coverage carefully. For example, new Fall 2012 graduate assistant appointees have 31 days from the effective start date to enroll. New Spring 2013 graduate assistant appointees are not eligible for this benefit until they return in the fall with a full academic year appointment of at least 10 hours per week and enroll within 31 days of their fall graduate assistant appointment effective date. Appointees continuing in January 2013 who held an appointment the previous semester and did not enroll in the dental and vision plan for the fall semester or during Open Enrollment are not eligible to enroll in the dental and vision plan in the Spring 2013 semester. Contact the Human Resources Service Center for additional information regarding enrollment.

Eligible graduate assistants may elect a preventive or comprehensive dental plan. The preventive dental plan will cover basic services such as cleanings and x-rays, whereas the comprehensive program will not only cover cleanings but also a percentage of fillings extractions, oral surgery and endodontics (as specified by the plan). You may also elect to enroll in

vision coverage. Enrollment in the VSP vision plan is tied to your Delta Dental plan. **The vision plan is not available as a separate option**, yet you may elect to take dental only. Additional information can be reviewed at <https://humanresources.syr.edu/benefits/DeltaVision.html>.

❖ Health Insurance For Those Not Eligible for the Subsidized Health Plans:

For those students not eligible for the University's medical and prescription drug plans, the University strongly recommends the purchase of health insurance to cover medical expenses incurred, such as emergency room care, hospitalization, prescription medications and specialized services. Student health plans are available for purchase for all registered students, their spouses, eligible domestic partners and eligible dependents. The plans offer worldwide coverage for injuries, illness and the associated medical expenses during the premium year of August 1 – July 31, as specified by the plan. Details on the plan are available through:

Haylor, Freyer & Coon (insurance brokers) at www.haylor.com/student, 1-800-289-1501.

- For additional information, contact the Health Services Insurance Coordinator at 315.443.2668, or lldeon@syr.edu.

Website:: <http://students.syr.edu/health/>

❖ Vacations and Holidays

Graduate assistants generally are not required to work on standard holidays or on bonus holidays as defined by the Office of Human Resources. Standard holidays are days in which the University is not in session. These include *Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day for the academic year—and additionally Memorial Day and Independence Day for the calendar year*. Bonus holidays (typically three per year) are "floating" holidays that are scheduled proximate to Thanksgiving, Christmas, and/or Independence Day, to allow for longer recesses. In cases where the nature of the agreed upon responsibilities requires a graduate assistant to work on standard or bonus holidays (for example, to attend to critical laboratory functions), compensatory time will be provided by the employing unit.

On days when classes are not in session but the University is open for business (Yom Kippur, Autumn Break, the Wednesday prior to Thanksgiving, the December-January intermission, Spring Vacation, and Easter Break), graduate assistants may take vacations at times that are mutually agreeable to them and their supervisors on the basis of their responsibilities communicated in advance. These will be considered paid vacations. (*Approved by the Board of Graduate Studies, April 1990.*)

❖ SU Bookstore Discount

Assistants receive a **10% discount at the Syracuse University Bookstores**. To obtain your discount card, you must bring your appointment letter to the customer service counter at the **Schine Student Center Bookstore located at 303 University Place**.

Please Note: Benefits are subject to change without notice. If there are any inconsistencies between the benefits described above and the formal plan, policy, contract or program that specifies the applicable requirements for such benefits, the terms of that formal plan, policy, contract or program shall control.