June 7, 2013

TO: Vice Presidents
    Chancellors

FROM: Linda K. Johnsrud
      Executive Vice President for Academic Affairs/Provost

SUBJECT: Implementation of Executive Policy E5.223 Graduate Assistants

Executive Policy E5.223 was amended in April 2013 and included an updated graduate assistant payment schedule. To assist with the implementation of this policy systemwide and transition between the payment schedules, we advise the following:

- Graduate assistants may continue on the former payment schedule (EP 5.223 dated May 2011) through June 30, 2013 for 11-month graduate assistants and through July 31, 2013 for 9-month graduate assistants.
- 11-month graduate assistants shall be placed on a step on the current graduate assistant payment schedule effective July 1, 2013. 9-month graduate assistants shall be placed on a step on the current graduate assistant payment schedule effective August 1, 2013.
- As such, by August 1, 2013, all graduate assistants shall be on a step on the current graduate assistant payment schedule with salary closest to but not less than their current salary on the former payment schedule. For example, a graduate assistant on step 9 at $18,198 (9 month) shall be placed on step 7 at $18,204 (9-month) which is the closest to their current salary.

Amended executive policy E5.223 also provides for partial tuition waivers for appointments at less than .50 FTE. However, the decision to provide such waiver rests with the Chancellor or designee.

In addition, while Chancellors may determine the minimum salary step for graduate assistants on their campus, we highly encourage you to discuss the implementation and transition of schedules with your human resources office for fall 2013. We have been advised by UH Mānoa that effective fall 2013, the minimum salary for UH Mānoa graduate assistants will be step 6 of the new salary schedule which is $17,502 (9-month) or $20,472 (11-month).

Mahalo for your assistance with the implementation of this updated executive policy.