

3.0 Administrative Policies and Procedures

3.03.00 Employee Benefits

3.03.11 Grant-In-Aid

Grant-in-aid is payment of a specific portion of the registration fee for state supported semester courses, summer session, and community college credit courses at NSHE institutions (special programs may be approved for grant-in-aid. See *Board of Regents Handbook Title 4, Chapter 3, Section 11-13*).

1. FACULTY/FACULTY DEPENDENTS

a) Qualifications:

- Faculty on a regular or temporary contract of at least 50% FTE.
(Includes Postdoctoral Fellows who receive grant-in-aid benefits for employee and dependents according to the DRI Bylaws, Chapter 5.3.3.)
- Faculty on sabbatical, leave of absence without pay, retired, or emeritus.
 - Retired faculty members are those age 55 or over with 20 (twenty) years of NSHE service. Emeritus status is any faculty member who retires from DRI and has held an appointment in excess of 50% for at least ten years (or ten years equivalent service) is eligible for grant-in-aid for themselves, their spouse and/or financially dependent children.
- Spouses and financially dependent children. *
 - Faculty dependent defined as:
 - Legal spouse or domestic partner and their financially dependent children (Domestic partners are required to be registered with the Office of Nevada Secretary of State).
 - Natural, adopted, or stepchild.* A "financially dependent child" shall mean a natural, adopted, or stepchild of a professional staff member who is not financially independent, is claimed as an exemption for federal income tax purpose under the U.S. Internal Revenue Code (26 U.S.C. 152), and has not attained the age of 24. For qualified dependent children who have served on active duty in the United States Armed Forces, the age limitation set at 24 shall be extended for the period of such active service, but not to exceed six (6) years.
- The professional staff member must attest to a dependency each time a grant-in-aid is issued. Institutions awarding a grant-in-aid to a spouse or financially dependent child may at any time request proof of dependent eligibility for verification purposes. A professional staff member, spouse, or financially dependent child already enrolled in courses at the time such contract terminates shall be permitted to finish the semester of session under grant-in-aid.
- System administration or an institution awarding the employee or their spouse or financially dependent child must notify the employee and the Internal Revenue service of

the appropriate taxable benefit pursuant to the NSHE's Section 127 Education Assistance Plan.

b) Benefits:

- **Faculty Member -- Undergraduate/Graduate Credits:**
 - Faculty may take undergraduate/graduate credits at any NSHE institution. Faculty of at least 50% FTE may take a total of six (6) credits in fall and spring semesters (including audit, non-credit) at a NSHE campus, and (may take up to three (3) credits across all summer semesters).
- **Faculty Dependents:**
 - Family members, who are qualified dependents of a faculty member of at least 50% FTE, have no restrictions on the number of credits at any of the NSHE campuses.

c) Forms and Signatures:

- **Faculty:**
 - Faculty must have the VP, Executive Division Director, or supervisor sign the grant-in-aid application form and have the approval of the President or his designated representative (HR Office).
- **Faculty Dependents:**
 - Faculty member must sign grant-in-aid application form confirming that the dependent taking classes meets the dependent qualifications.

2. OTHER FACULTY

a) Qualifications:

- **Adjunct Faculty:**
 - Adjunct Faculty members, but not their spouses and financially dependent children, are eligible for grant-in-aid.
- **Dependents of Deceased and/or Disabled Faculty:**
 - Widow or widowers and financially dependent children of deceased former faculty members and former faculty members who have become totally and permanently disabled, their spouses and financially dependent children may request grant-in-aid under the following conditions: (1) professional member held a valid "A" or "B" contract or had been granted sabbatical leave at the time of death; 2) who have become totally and permanently disabled; their spouses and financially dependent children (Title 4, Chapter 3, Section 11) the spouse, widow, widower or disabled former faculty member will receive grant-in-aid for not more than eight (8) semesters.

b) Forms and Signatures:

- Dependents of deceased and/or disabled faculty members must sign the grant-in-aid application form and receive approval of the President or his designated representative (HR Office).

3. GRADUATE RESEARCH ASSISTANTS

a) (GRA) Qualifications:

Assistantships are for students who are admitted to a Master's or Ph.D. degree granting program and are registered for a minimum of six graduate credits per semester. Graduate Research Assistants (GRA) may receive a grant-in-aid for a portion of the tuition per semester. All positions are contingent upon available funding and may be terminated for lack of funding or performance.

A grant-in-aid waiver will cover a portion of tuition/per credit costs. Grant-in-aid does not cover fees or books. If a GRA is enrolled in less than six credits, the grant-in-aid will cover half the health insurance coverage and a GRA's FTE will be reduced proportionately. A maximum of 12 credits is covered by grant-in-aid (including undergraduate credits). The grant-in-aid for undergraduate courses is covered if there is a legitimate case for the graduate student to take the course. GRA's may sign up for a maximum of six credits during one regular summer session and three credits per mini-session to receive grant-in-aid.

If the GRA does not have an assistantship to cover at least half of the semester, no grant-in-aid or health insurance will be provided.

If a GRA assistantship is terminated at no fault to the student, the student will not be required to pay back any grant-in-aid or health insurance costs.

Students must pay their tuition portion and mandatory fees on E-Paws or go to the Cashier's office for payment. If GRA is assessed late fees, payment will be the GRA's responsibility for the late fees.

b) Benefits:

Health insurance coverage is for the GRA as contracted through the University Graduate School. Purchasing insurance for the GRA's spouse or children is available at personal cost. *If GRA is enrolled in less than six credits, the grant-in-aid will cover half the insurance coverage.

- **FTE Restrictions:**
 - A full-time graduate assistantship is based on a 20-hour work week; however, appointments may be offered for less time with salary and grant-in-aid determined proportional to the commitment of time. If enrolled in less than six credits, the FTE will be reduced proportionately. GRA's enrolled in less than six credits will take full responsibility for maintaining their graduate status. FTE can be more than 50% during winter break and summer months. All students can work up to 40 hours during summer, spring, and winter breaks. Summer Session: GRA's on 75%-100% FTE during the summer are restricted to taking no more than 3 credits per summer session. GRA's on 50%-75% during the summer may take up to 6 credits per summer session.

- **Tax Status During Summer:**

- 7.5% FICA Alternative Tax will be deducted from summer paychecks unless GRA is registered for at least one (1) credit for either summer sessions as one credit will maintain student status for payroll/tax deduction for no FICA deduction. International students in USA less than five years are exempt for the FICA rule.

If a GRA is requested to work over 50% FTE during the academic year, he/she will provide an Overload Memo completed and signed by the Dean or Chair of the Department as well as DRI GRA advisor.

International GRA's cannot work more than 20 hours per week, not even with an overload memo.

c) Forms:

A grant-in-aid application must be completed and signed each semester.

4. TECHNOLOGIST/TECHNOLOGIST

a) Dependents Qualifications:

- Technologist:
 - Grant-in-aid benefit applies to those on a regular contract employed at least 51% FTE who has completed probationary period (six months).
- Technologist Dependent:
 - Legal spouse or domestic partner and their financially dependent children (if registered with the Office of Nevada Secretary of State).
- Natural, adopted, or stepchild.*
 - *A "financially dependent child" shall mean a natural, adopted, or stepchild who is not financially independent, is claimed as an exemption for federal income tax purpose by the U.S. Internal Revenue Code, and who has not attained the age of 24. For qualified dependent children who have served on active duty in the United States armed Forces, the age limitation set at 24 shall be extended for the period of such active service, but not to exceed six (6) years.

The technologist must complete and sign a dependency declaration each time a grant-in-aid is issued and attest to a dependency each time a grant-in-aid is requested. Institutions awarding a grant-in-aid to a spouse or financially dependent child may at any time request proof of dependent eligibility for verification purposes. A technologist, spouse, or financially dependent child already enrolled in courses at the time of employment shall be permitted to finish the semester of session under grant-in-aid.

System administration or an institution awarding the employee or their spouse or financially dependent child must notify the employee and the Internal Revenue service of the appropriate taxable benefit pursuant to the NSHE's Section 127 Education Assistance Plan.

b) Benefits:

- Technologists - Undergraduate/Graduate Credits:
 - Grant-in-aid will be issued for undergraduate/graduate credits within the NSHE System. A technologist who is at 51% FTE or greater is eligible to take up to six credits per semester. Graduate credits may be taken toward an advanced degree. A maximum of 3 credits may be taken by a technologist (regardless of FTE) across all summer sessions.
- Technologist's Dependents:
 - Grant-in aid for the payment of a specified portion of the tuition fee may be granted to the spouse and/or financially dependent children of a regular technologist. There is no restriction on the number of credits that may be taken per semester.

c) Forms and Signatures:

- Technologist:
 - Technologist must have the supervisor or Executive Division Director sign the GIA application form and have the approval the President or his designated representative (HR Office).
- Technologist Dependents:
 - Technologist must sign GIA application form confirming that the dependent taking classes meets the dependent qualifications and receive approval of the President or his designated representative (HR Office).