

GRADUATE ASSISTANTS (GAs) AND THE FAIR LABOR STANDARDS ACT

All employers of graduate assistants (GA's only) are required to follow the reporting and hiring requirements of the Fair Labor Standards Act as outlined below (taken directly from the College of Charleston Career Services website - <http://www.cofc.edu/~career/fairlaborreport.pdf>)

Graduate Assistants & the Fair Labor Standards Act

I. Fair Pay Rule

Ruling to insure that:

1. employees are paid at or above state/Federal minimum wage, and
2. employees are being paid for actual hours worked

Ruling effective August 23, 2004

II. Graduate Assistants & Number of Hours Worked/Semester

\$5200/semester = 240-340 hours/semester*

Determining Total Number of Hours/Semester:

hours to work/week x # weeks to work/semester = **Total # of Allowable Hours/Semester**

Example: Sally Student is contracted to work the regular 20 hours/week required for an assistantship. Her start date is January 10, end date is April 29. She isn't working spring break week. How many hours may she work during this time?

$$20 \text{ hours} \times 15 \text{ weeks} = 300 \text{ hours}$$

*Cannot exceed 340 hours/semester on \$5200 stipend

III. Internal Timesheets – Effective January 1, 2005

1. **Must** be downloaded, printed and completed for every Graduate Assistant every week of work.
2. **Must** be stored in the student's personnel file for 3 years past termination date of employment.
3. **Total** hours worked/week must be less than or equal to 40 to avoid overtime pay.
4. **Documents** to be audited at least 1 time/year by internal or external auditor.

IV. Helpful Web Resources

Internal Timesheet – www.cofc.edu/~career.

Go to **Quick Links** and scroll down to **Student Employment Forms**

Department of Labor – www.dol.gov