**Report from Graduate Council Working Group on Hourly Work for Graduate Students**

Members: Emily Morgan (Chair), Alyssa Emery, Jae-Hwa Lee, Ryan Everett

The Working Group on Hourly Work for Graduate Students met three times: 2/22/24, 4/1/24, and 4/18/24. Dean Bill Graves was present for the meetings on 2/22 and 4/1.

We discussed the need for clearer guidelines regarding hourly employment for graduate students, and for the need to create a less labor-intensive process for enforcing guidelines. The present system is untenable. Currently, hourly work policies for graduate students are not very clearly defined in the handbook, and oversight falls to the Graduate College.

We discussed the need to protect student interests and ensure that they are not being exploited. Students often wish to take hourly employment, however, fully recognizing that the work is not an assistantship; so it’s also necessary to ensure the system doesn’t put up roadblocks for students wishing to accept work in a timely manner.

With the advice and input of Dean Graves we have prepared a set of guidelines for hourly work for graduate students; and we have drafted language to be included in the Graduate Handbook. The language and guidelines are more specific about hourly work policies for graduate students. We have also begun preparing a set of flow charts, to be used as visual aids for understanding what types of work should be classified as assistantships versus hourly work.

We are proposing that “Hourly Work for Graduate Students” should receive its own subsection number in the handbook, rather than being listed as a subheading under “Assistantship Policies.”

We hope that, in Workday, anyone hiring a graduate student for hourly work could be required to indicate their understanding of and compliance with university policies. Workday can also automate a process by which any student being hired for hourly work can receive a letter from Dean Graves, informing them that the work they are being hired for is not an assistantship.

The hiring unit will be responsible for complying with university policies regarding hourly work for graduate students.

Given the ongoing revisions to the handbook and incorporation of the Graduate Council under the Faculty Senate, we are unclear on what language should be included in the handbook itself, versus what language should be offered as “best practices.”