

FAQs for Graduate Assistants

UF Center for Latin American Studies 2026-2027

SCHEDULING & ABSENCES

What is the official GA work calendar? GAs across the University of Florida work according to the 9-month UF academic work calendar. Official start and end dates are indicated on each GA contract; this year, from 16 August 2026 until 15 May 2027. Within the 9-month academic year work calendar, UF provides 8 paid holidays. In 2026-2027, the Center for Latin American Studies provides 25 additional paid holidays.

GAs at the Center with .35 appointments are hired on a 14 hours per week contract and GAs who are hired with .5 appointments are on a 20 hours per week contract. Divided equally into 5 workdays per week, the assignment equals 2.8/4 hours per day.

May I perform GA work on weekends or on UF or Center holidays? Weekends and days designated by UF or by the Center as paid holidays are not calculated into total worktime expected. However, with the approval of supervisors, GAs may certainly carry out work on days designated as holidays, and on weekends. It is fine to arrange work in those times by mutual agreement, as long as actual work is carried out within the UF GA annual contract period (this year, from 16 August 2026 until 15 May 2027). Hours worked during weekends, UF or Center holidays are calculated at regular hourly rates – there is no overtime or holiday pay. GAs should simply report hours worked during holidays and/ weekend on their timesheets together with work carried out during regular weekdays. All first-year MALAS GAs are required to complete 3 hours at the front desk each week. GAs will be able to sign up at the beginning of the year for their preferred time and day and may change their scheduled time with approval from Maria Garamvolgyi (Admin Assistant).

Do I get sick days as a GA? How do I use/record them? UF allows personal leave with pay for illness, family emergencies and other. Each employee is allowed up to five (5) days available each semester. To take leave from programmed work hours or tasks, GAs must contact their GA supervisors, Jessica Mrozinske Baker and Po Echeguren before taking a personal day. When including a personal day or sick day on your

timesheet, the GA must note the day in the appropriate column and make a note of the date of personal/sick leave in the comments section of the timesheet.

How do I meet my hours if my supervisor doesn't assign enough work for me that week? Each GA is responsible for maintaining their weekly hour count. A GA who has completed all the work assigned by the GA supervisor, and needs to fulfill more hours, must contact Jessica Mrozinske Baker for a Center-based assignment that supports another faculty member or Center office. Faculty and affiliates without assigned GAs may submit requests for short assignments that may be available.

How many hours can I be required to work each week? A GA who chooses to work fewer hours than the weekly suggested amount is required to work more than 14/20 hours in other weeks in order to make up the difference.

What happens if I do not fulfill expectations for Graduate Assistant work? In cases where a GA is unable to maintain the suggested weekly 14/20 hours of work or to fulfill assigned duties with a positive attitude and respect for instructions, that student will receive a written notification that documents the problem. If the situation does not improve disciplinary action may be initiated, leading to termination during a term. Alternately, a GA who does not meet expectations may not be renewed for the following semester.

FINANCES

What financial coverage does my Graduate Assistantship provide? A GA is not responsible for paying tuition; the Center pays the GA tuition (9 credits) directly to the university. The GA appointment offers a living stipend, which is paid biweekly, and health insurance. You are responsible for your fees each semester, plus a bi-weekly fee for Gator Grad Care.

What taxes are withheld from my salary? Federal taxes are withheld from biweekly checks. In Florida, there is no state personal income tax, so no state taxes are withheld. For more information, please check the University Payroll and Tax Services website.

Please note: Different students may have different tax rates and procedures, corresponding to differences in their W-4 forms.

ADMINISTRATION

What academic requirements do I have to meet to keep my Graduate

Assistantship? GAs must be registered **full-time** (9 credits fall, 9 credits spring) and maintain above a **3.00 GPA**.

May I take on a second job in addition to Graduate Assistant? If your situation requires that you to seek additional sources of employment, please consult with Jessica Caicedo (HR Generalist) and Po Echeguren (Academic Program Specialist) in the decision process.

What roles do staff fulfill in GA administration?

Jessica Mrozinske Baker (Associate Director of Administrative Services) is responsible for finding work spaces in the Center for GAs (when needed, since space is limited) and overseeing the front desk hours and tasks to GAs who need to meet their hours. She oversees HR matters and deals with work equity issues in the Center, including fairness of conditions and compensation. You can ask questions about UF or Center policies concerning assistantships and other workplace concerns.

Jessica Caicedo (HR Generalist) handles HR matters, and deals with work equity issues in the Center, including fairness of conditions and compensation. She communicates information to new GA hires, ensuring that they complete appropriate hire paperwork. She processes graduate assistantships and tuition waivers in PeopleSoft for GAs.

Po Echeguren, (Academic Program Specialist) is responsible for handling any student issues that may arise. Students can approach her with any issue about their assistantship and she can assist and coordinate with other appropriate staff or administration to resolve the situation. She can also assist with questions about your timesheets. She tracks and sends the hour updates and reminders.

Maria Garamvolgyi (Admin Assistant) oversees the front desk hours and maintains the schedule for the front desk hours.

How do performance reviews work, and who sees them? Performance reviews are surveys sent to all GAs and supervisors at the end of each semester. If a GA has more than one supervisor, the GA will fill out a review for each supervisor and be reviewed by each supervisor. Every GA fills out a self-evaluation and an evaluation of the supervisor. Every supervisor fills out a self-evaluation and an evaluation of the GA. Po Echeguren

and Jessica Mrozinske Baker are the only people with access to the full results of these reviews. Each GA will be given access to his/her supervisor's evaluation of the GA and his/her supervisor's self- evaluation. Each supervisor will be sent the GA's evaluation of his/her role as supervisor, along with the GA's self-evaluation.

INSURANCE

Does Gator Grad Care provide coverage outside of the 9-month work calendar? GAs with a valid appointment in the spring, who do not graduate in the spring, receive health insurance coverage throughout the summer. Please regularly check the health insurance benefits at gatorcare.org, as policy and coverage may change from year to year. <https://benefits.hr.ufl.edu/health/gatorgradcare/> (352)392-2477.