

Chapter 10: Visiting Graduate Students

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Visiting Graduate Student

A Visiting Graduate Student is a non-UC, pre-doctoral graduate student (PhD, MA, MS, MBA, or MD) pursuing research at UC San Diego related to their degree program at their home institution. Appointment of this title requires prior approval by the Dean of the Division of Graduate Education and Postdoctoral Affairs. See Full Policy for details: https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-430.pdf.

Effective August 2021: Non-salaried visiting Graduate Students must be entered in UCPath.

Jr. Specialist - Job Code 003329

Description

Salaried Visiting Graduate Student is a non-UC, pre-doctoral graduate student (PhD, MA, MS, MBA, or MD) pursuing research at UC San Diego related to their degree program at their home institution. Job Code 003329 is Non-exempt.

Use of Title

Junior Specialists who earn less than \$455/week (\$23,660/year) will continue to be paid on 3329/Non-Exempt.

The Department of Labor issued new guidelines, effective December 1, 2016, affecting Junior Specialists. To summarize, the federal Fair Labor Standards Act (FLSA) regulates overtime pay and outlines specific criteria for employees to be exempt from overtime. In anticipation of the revised regulation, UC reclassified certain job titles as nonexempt and eligible for overtime including Junior Specialists in November 2016.

As of November 2017, the DOL under current federal administration made it clear that the FLSA will remain at \$455/week (\$23,660/year) unless further rulemaking is undertaken. As a result, consistent with federal law, current Junior Specialists who earn less than \$913/week (47,476/year), but more than \$455/week (\$23,660/year) will be reclassified to exempt status effective 7/1/18.

New Junior Specialists who earn less than \$913/week (\$47,476/year), but more than \$455/week (\$23,660/year) are to be appointed as exempt on title code 3330 effective 1/1/18. Reclassified appointments will no longer have to submit hours worked on timesheets.

Eligibility

Appointment of this title requires prior approval by the Dean of the Division of Graduate Education and Postdoctoral Affairs. See Full Policy for details: https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-430.pdf

Appointment Process

Appointment Letter

[VGS Appointment Letter Template rev. 01-18-2022.docx](#)

Appointment Percentage

See Application. Percentage is based on approved comparable department support level divided by Jr. Specialist rate. See [Appendix: Visiting Graduate Student Compensation Levels](#).

Benefits

If appointed at 43.75% time or more will qualify for UCSD benefits. See BELI Code Chart for Benefits Eligibility: <http://blink.ucsd.edu/finance/payroll/processes/eligibility.html#1.-Determine-the-employee%27s-BEL>

1. Academic personnel appointed on a fiscal-year basis for 6 months or more at 50% time or more accrue vacation leave.
2. Non-student academic appointees accrue sick leave credit, provided the appointment is at 50% time or more. See APM for further details at:
 - a. http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-730.pdf
 - b. http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-710.pdf.

Visiting Graduate Students may "Opt Out" of benefits if covered by home institution. Complete the UPAY 850 Form: <http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf>

Exceptions to Policy

Departments requesting to extend a Jr. Specialist appointment for longer than one year; or wishing to create a initial appointment longer than one year, should submit a letter of exception with the VGSAS application.

Pay Rate

Salary Scales a/o 07/01/22: [Represented Specialist Series Table 24B\(N\)](#)

Salary Scales can always be found on the UCOP website: <https://www.ucop.edu/academic-personnel-programs/compensation/index.html>

Jr. Specialist - Job Code 003330

Description

Salaried Visiting Graduate Student is a non-UC, pre-doctoral graduate student (PhD, MA, MS, MBA, or MD) pursuing research at UC San Diego related to their degree program at their home institution. Job Code 003330 is Exempt.

Use of Title

For New Junior Specialists who earn more than \$455/week (\$23,660/year) with appointments beginning on or after 1/1/18.

The Department of Labor issued new guidelines, effective December 1, 2016, affecting Junior Specialists. To summarize, the federal Fair Labor Standards Act (FLSA) regulates overtime pay and outlines specific criteria for employees to be exempt from overtime. In anticipation of the revised regulation, UC reclassified certain job titles as nonexempt and eligible for overtime including Junior Specialists in November 2016.

As of November 2017, the DOL under current federal administration made it clear that the FLSA will remain at \$455/week (\$23,660/year) unless further rulemaking is undertaken. As a result, consistent with federal law, current Junior Specialists who earn less than \$913/week (47,476/year), but more than \$455/week (\$23,660/year) will be reclassified to exempt status effective 7/1/18.

New Junior Specialists who earn less than \$913/week (\$47,476/year), but more than \$455/week (\$23,660/year) are to be appointed as exempt on title code 3330 effective 1/1/18. Reclassified appointments will no longer have to submit hours worked on timesheets.

Eligibility

Appointment of this title requires prior approval by the Dean of the Division of Graduate Education and Postdoctoral Affairs. See Full Policy for details: https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-430.pdf

Appointment Process

Appointment Letter

[VGS Appointment Letter Template rev. 01-18-2022.docx](#)

Appointment Percentage

See Application. Percentage is based on approved comparable department support level divided by Jr. Specialist rate. See [Appendix: Visiting Graduate Student Compensation Levels](#).

Benefits

If appointed at 43.75% time or more, VGS will qualify for UCSD benefits. See BELI Code Chart for Benefits Eligibility: <http://blink.ucsd.edu/finance/payroll/processes/eligibility.html#1.-Determine-the-employee%27s-BEL>

1. Academic personnel appointed on a fiscal-year basis for 6 months or more at 50% time or more accrue vacation leave.
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Exceptions to Policy

Departments requesting to extend a Jr. Specialist appointment for longer than one year; or wishing to create a initial appointment longer than one year, should submit a letter of exception with the VGSAS application.

Pay Rate

Salary Scales a/o 07/01/22: [Represented Specialist Series Table 24B](#)

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