

## **Terms of Employment for IPM Florida**

1. Graduate school is a special educational opportunity for students to prepare for professional employment, not a continuation of the undergraduate educational structure and expectations (i.e., not coursework during semesters with free time between semesters). It is intended to be challenging, stimulating, interesting, rewarding and enjoyable.
2. Faculty members invest considerable time and resources to educate graduate students with the expectation that students defer competing activities that cause absenteeism or poor performance, e.g., social events, recreational travel, and hobbies, and concentrate on their learning experiences.
3. Graduate students are expected to orient the time and effort around educational opportunities, including coursework, student organizations, scientific meetings, work travel, personal growth and development e.g., improving writing and verbal communication skills. DPM students are expected to fully participate in the UF, IFAS Plant Medicine program, including seminars and other educational and social events. M.S. and Ph.D. students are expected to fully participate in Entomology and Nematology Department activities, including seminars and other educational and social events. They are also required to belong to the Entomology and Nematology Student Organization (ENSO).
4. IPM Florida is well organized and managed, has a clearly written mission and model for conducting business, meets at least monthly as a unit to review written progress of its employees, and endeavors to optimize educational support and opportunities for its student employees. The IPM Florida faculty is deeply committed to helping students with their educational and work activities, and is usually available for consultation and guidance.
5. Graduate students employed by IPM Florida are expected to perform their assigned duties as if they were employed in the non-academic workforce. Work hours will be scheduled to accommodate the student's educational program. This employment is an opportunity for students to develop the work ethics and patterns that will be necessary for their success as post-graduates.
6. Requirements for employment with IPM Florida include:
  - 6.1. Maintaining a time and attendance log that lists daily activities and accomplishments to be reviewed each week with the supervisor.
  - 6.2. Preparing a written monthly report of work accomplishments, priorities and activities.
  - 6.3. Participating in monthly IPM Florida staff meetings.
  - 6.4. Providing the supervisor with a mutually agreed on weekly work schedule prior to the beginning of each semester.
  - 6.5. Obtaining approval in advance for changes in the established work schedule.
  - 6.6. Obtaining approval in advance of leave by means of the standard UF, IFAS leave form (<http://forms.ifas.ufl.edu/forms/personnel/LeaveSlip.pdf>).
  - 6.7. Notifying the supervisor of illness or emergencies that will result in the employee being absent from work.
  - 6.8. Working to replace hours lost to sick or emergency leave within one month after returning to work.

7. There are two types of student employment in IPM Florida:

7.1. OPS hourly employment that requires that time cards be completed accurately, approved by the supervisor, and submitted to the Entomology and Nematology Department office on time. OPS employment can be discontinued at any time by the employee or supervisor.

7.2. Graduate Assistantship at 1/3 time (13 hours per week) that has no paid leave benefits but offers an optional medical insurance plan. Based on the successful performance of required duties, the supervisor will approve compensatory time not to exceed 3 weeks of vacation per year. Hours must be accrued before compensatory time is requested and a maximum of 13 hours can be accrued. Hours are accrued by working, not by associated activities, e.g., travel to meetings, overnight stays, non-work time at the office, seminars, course preparation and study, and meals. Graduate Assistants can be absent during standard holidays and other leave provided for university employees (refer to UF website). No additional paid vacation time will be granted. Weekend work is not normally required of students unless enrolled in thesis M.S. or Ph.D. programs. Assistantships require that the student's performance be evaluated at the end of every semester. If expectations have not been met, the student or the supervisor can end the assistantship at that time.

8. Personal activities are acceptable in the work environment but must not be disruptive and do not constitute work time, e.g. preparing for classes and examinations, making personal travel arrangements, visiting with colleagues and family members, and personal telephone calls.

9. Funding for graduate students is provided by grants that have strict accountability for work to be performed. Examples include conducting research, preparation of extension and other educational materials, preparing and presenting talks, participating in professional meetings, conducting and documenting individual projects, providing consultation on IPM, providing website content, and similar work designed to educate the student.

10. Graduate students supported by assistantships are given research, extension and education projects to complete as part of their educational experience. The graduate students are credited with developing, conducting and documenting these projects as evidence of their capabilities. This strengthens employment applications and associated letters of support.

11. Graduate students are provided with appropriate office space, computer support, and other benefits of a typical professional work environment.

12. These terms of agreement on employment do not replace or modify University of Florida employment guidelines (refer to Entomology & Nematology Department Graduate Handbook, UF Graduate Catalog), rather they are specific to IPM Florida. Rare exceptions to these terms may be granted by the supervisor on a case by case basis.

I have read these terms of reference and accept their provisions.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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