

Purpose

The purpose of the GPTI/TACertification form is to verify that a GPTI or TA is performing work that qualifies as "teaching" by the U.S. Department of Labor standards. Having a **primary duty** of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge includes, by its very nature, exercising discretion and judgment.

Primary Duty

The term "primary duty" means the principal, main, major or most important duty that the employee performs. Determination of an employee's primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole. The amount of time spent performing the specific duty can be a useful guide in determining whether such work is the primary duty of an employee. Employees who spend more than 50 percent of their time performing a specific duty will generally satisfy the primary duty requirement.

Factors to consider when determining the primary duty of an employee include, but are not limited to:

1. the relative importance of the major or most important duty as compared with other types of duties;
2. the amount of time spent performing the major or most important duty; and
3. the employee's relative freedom from direct supervision.

Reminder

Graduate Students whose primary duty is grading papers and/or proctoring exams must be employed as Graduate Assistants and paid hourly.

Instructions

The data entered in this form can be saved, emailed, and shared as a working document within your department. After the form is complete: 1. Print 2. Sign 3. Scan 4. Attach to the ePAF.

Date: _____

Name: _____ SSN or R#: _____
First Last Middle Initial

Department: _____

I certify that the above named GPTI / TA will be employed in the Department of:

Department: _____

AND that the primary duty(ies) will be one or more of the following:

- Tutoring - giving additional or special instruction to a student or students in an educational setting
- Teaching - preparing instruction and/or instructing students in an educational setting
- Instructing - furnishing students with knowledge in a systematic method
- Lecturing - delivering an educational message to a group of students in an educational environment

Department Chair or Dean:

Name: _____ Signature: _____