

## **University Assistant Employment Process**

### Southern Connecticut State University

#### **Policy:**

The Board of Trustees Resolution #94-77, authorizes SCSU to hire temporary, part-time, unclassified employees as University Assistants. The following sets forth the requirements and guidelines for employing University Assistants.

#### **Hours of Work and Length of Appointments:**

University Assistant appointments may be for up to one (1) year in length but may not exceed beyond a single fiscal year. University Assistants must complete timesheets that accurately reflect the actual hours worked each workday. University Assistants are restricted to nineteen (19) hours of work per week. The University reserves the right to terminate a University Assistant from employment prior to the proposed date for any reason including, but not limited to budgetary constraints, changes in work responsibilities, performance issues or changed operational needs.

#### **Wages and Benefits:**

University Assistants are only compensated for hours actually worked in any workweek. Total earnings for the duration of appointment cannot exceed \$24,000. Any falsification of timesheets will result in immediate discipline up to and including dismissal. University Assistants normally will be paid in accordance with the “Wage Guidelines for University Assistants”. Pay rates higher than those set forth in the Wage Guidelines may be considered in circumstances where unique and/or special skills or training is required to successfully perform the desired University Assistant work. In such cases exceptions should be reviewed with Human Resources prior to discussion with the University Assistant. University Assistants may be considered for a wage increase after one (1) year in the same appointment. University Assistants may also be eligible for higher pay rates if they are re-appointed to work covered in a higher pay category. University Assistants are eligible to purchase health insurance through the State plans at his/her own expense. – The appointment letter will provide details on who to contact to determine the cost of these benefits.

#### **Other Guidelines:**

In accordance with Board Resolution #98-62 individuals who are Student Workers are not eligible to be a University Assistant. Graduate Assistants are not eligible to be employed as University Assistants.

Regular, full-time employees of SCSU should not be granted University Assistant appointments. Human Resources will consider exceptions, provided the University Assistant appointment is not during the employee’s normal hours and does not include duties that fall within the employee’s regular job duties.

Non-exempt, full-time employees cannot function as University Assistants (e.g. clerical and maintenance employees). Non-exempt employees may, however work grant-funded duties provided such hours are recorded on the employees’ timesheets (see SPAR procedures).

University Assistants can only work one (1) UA position at a time. University Assistants are not eligible to telecommute. University Assistants may not be supervised by or

supervise members of their immediate family (immediate family means husband, wife, father, mother, sister, brother, or child, or any other person who is domiciled in the member's household).

### **Hiring Procedure:**

All University Assistants must sign all required forms set forth herein before they are to start working or be processed for pay. Human Resources must receive and review all required forms prior to the start of the University Assistant's employment. Supervisors must not permit UA's to start until they are advised by Human Resources that all paperwork has been approved.

All of the following required procedural steps must be completed before a UA is permitted to start working:

- The department/unit completes a University Assistant Appointment Form and the appropriate Vice President approves it.
  - The department must attach the job summary, resume, background authorization, and if necessary a dual employment form.
- The request is reviewed by Human Resources for duties, salary, appointment and end date.
  - Human Resources will discuss any problems/issues with the department/unit.
- Human Resources sends the roster to Finance [for review] to determine if the budgeted funding is available in the org.
  - If no funding is available, the Appointment Form is sent back to the appropriate Vice President.
  - If funding is available then Finance signs the roster and sends it back to Human Resources.
- Human Resources authorizes a background check. Background checks will only be conducted on University Assistants who are new to employment or have had a break in service for more than one (1) year.
  - If a minor problem/issue arises from the background check the employee is given a chance to clarify.
  - If a major problems/issues arise from the background check then the Dean or Vice-President is directed not to start the employee.
- The University Assistant must come to Human Resources to sign the appointment letter, complete the I-9 Form, W-4 forms and other policy forms.
- Human Resources e-mails the Department that the University Assistant can start work.

### **Records Administration**

- After all reviews and required paperwork are completed Human Resources enters employee Data into Core-CT, creates a personnel file, and notifies Payroll.
- Supervisors should advise Human Resources immediately if a University Assistant resigns his/her position.