



University Assistant Hiring Procedures

A University Assistant position is a part-time, non-permanent, unclassified, contract position whereby individuals may be employed in non-teaching capacities that are restricted to a maximum of 19 hours of employment per week. The maximum annual salary for a University Assistant position is \$24,000. There are no exceptions to the maximum weekly hours or salary.

Purpose and Scope

This procedure is established in order to assist the University in its endeavors to continuously strive to recruit a talented and diverse workforce. To that end, the following procedure has been adopted to guide the University in a unified recruitment and hiring process when refilling a vacant University Assistant position, or when a new University Assistant position is established. This procedure extends to all University Assistant positions. The Office of Diversity & Equity will defer to Human Resources when hiring of University Assistant's for that area. This procedure does not apply to the renewal of existing University Assistant contracts.

Procedure

1. The department head/designee must first obtain approval from the division Vice President to create a new University Assistant (UA) position. This may also entail the VP obtaining approval from the VP Council. Along with the request to hire a new UA, a job description should be prepared by the department head/designee. Budget dollars should be identified at this point. Wages are determined based upon the job duties and funding source. Wages must fall within the ranges established and published in the Wage Guidelines for University Assistants. Human Resources will review the job description to ensure that the duties are not in conflict with union contracts and the proposed wages meet the Wage Guidelines for University Assistants. Upon receipt of the approved request and approval of the job description and wages, Human Resources will prepare a Position Action Form (PAF), which will be submitted to Finance & Administration for funding approval.
2. Once funding has been approved, Human Resources will email the approved PAF to the department head/designee with instructions to contact the Office of Diversity & Equity for the purpose of developing a recruitment plan for the position. Based upon the recruitment plan, the University will advertise locally or regionally in order to attract a sufficient applicant pool for consideration. The nature and level of the position will drive the recruitment plan. During the recruitment process, the department head/designee and Diversity & Equity designee will work closely together, monitoring the applicant flow for a sufficient applicant pool.
3. The department head/designee will review the applications received and identify the candidate(s) she/he has selected to interview. The search committee protocol is not required for the hiring of these positions, however, the department head/designee and the Diversity & Equity designee must agree on the candidates to be interviewed, interview protocol, and the candidate to be hired.
4. In the case of an emergency need to fill a University Assistant position without advertising, the hiring supervisor will consult with the Diversity & Equity designee and the appropriate Vice President. Emergency hiring approval shall be indicated by the above parties on the Recommendation for Hiring a University Assistant form that the department head/designee currently submits to Human Resources.



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5. Upon selection of the final candidate the department head/designee will then complete the Recommendation for Hiring a University Assistant form. The UA hiring form should include demographic information regarding the proposed University Assistant, a brief description of the duties, proposed appointment term and wage information. The UA hiring form must be signed by the initiating supervisor/department head and the supervising Management official. The department head/designee then submits the form, along with the candidate's resume and approved job description, to the Diversity & Equity designee for approval. The Diversity & Equity designee will then forward the approved UA Hire form, job duties and resume to Human Resources. (Note: Allow two (2) weeks prior to the proposed start date for the approval process to be completed.)
6. Human Resources will verify the following information prior to issuing an employment contract:
 - a. **Available Funding** - Verify with the Finance & Administration the availability of funding and obtain the appropriate funding codes.
 - b. **Employment Category** – Based upon the description of the duties, the Human Resources Department shall verify that the proper employment category has been designated and that the wages fall within the specified wage range.
 - c. **Earning Limitation** – Verify that the individual proposed for employment will not exceed the annual wage limitation established in the Board of Regents policy (currently \$24,000 per fiscal year).
 - d. **Schedule Limitation** – Verify that the proposed employment as a University Assistant will not exceed an average workweek of 19 hours. Should a single individual be employed simultaneously as a University Assistant in more than one department, their combined workweek may not exceed an average workweek of 19 hours.
 - e. **Employment Term** – University Assistant employment contracts may be for up to one year in length, but may not extend beyond the end of the fiscal year, June 30th. The University reserves the right to terminate a UA employment contract early because of budgetary constraints, changes in work responsibilities, or performance reasons.
 - f. **Other** – Other issues that may arise to ensure that appointments are being made on a fair and consistent basis.
7. The Human Resource department conducts background checks on all employees who are new to the University (or those not having worked for the University for more than a one year period.) Upon receipt of the approved UA Hire form, Human Resources will send the appropriate background check forms via email to the new hire.



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8. Upon verification that the proposed appointment meets established guidelines and the background check forms are returned to Human Resources, the Human Resources Department shall issue an employment contract to the candidate indicating an offer of employment. The UA employment contract will be emailed to the UA and the department supervisor. The employee should not begin employment until after they have returned a signed appointment contract indicating their acceptance of the employment offer and have completed the required new hire paperwork.
9. University Assistants are eligible for certain benefits. If interested in learning more about these benefits or to sign up for benefits, the UA should contact the Human Resources department. The employee must sign-up for benefits within 30 days from their date of hire. In addition, in accordance with Public Act 11-52 – Paid Sick Leave, University Assistants are eligible to receive sick time. Please refer to the [Public Act 11-52 - Paid Sick Leave for University Assistants](#) for more information.
10. When scheduling work hours, the department supervisor should follow the [Connecticut Statute 31-51ii](#) in that all employees must take a meal break of at least 30 consecutive minutes if they work seven and one half (7 ½) hours or more.
11. A [Core-CT Self-Service Setup Form](#) (Department Approvers of Student Employees & University Assistants) must be completed by the hiring supervisor for all new University Assistants and must be returned to the Human Resources department within one week of the new employee starting.
12. All UA's must log their hours into Core-CT in order to be paid. The Human Resources website provides important information for University Assistants. Refer to the following link for this information: [Core-CT Self-Service](#). Human Resources offers supervisors of University Assistants training on entering time into Core-CT. If you require training, please contact the Human Resources office at x78631.