



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

STUDENT EMPLOYMENT HIRING POLICY AND PROCEDURES

I. **Definition of Student Employee**

Student Employees of the Research Corporation of the University of Guam (RCUOG) are University of Guam students assigned to University units to deliver grant or externally funded objectives. These employees will work 39 hours or less per week and receive Social Security and Medicare.

Medical and dental benefits may be offered to part-time employees working 20 to 39 hours per week depending on whether or not there is funding in the grant or contract to support the annual employer portion of medical and dental benefit premiums. For those employees working 30-39 hours per week, the Affordable Care Act may apply.

The definition of student employee also covers high school students who may be hired for short periods to work with researchers.

II. **Commitment to Equal Employment Opportunity**

The Equal Employment Opportunity (EEO) policy embodies the concept that all qualified and eligible job applicants have the right to fair hiring practices. The RCUOG's commitment to EEO is displayed through a system of established hiring procedures that assures all qualified and eligible students fair treatment. EEO is a policy of the University and required by federal law of any organization receiving federal funds. Non-compliance by any one unit could result in the RCUOG and the University of Guam losing federal funding.

The Americans with Disabilities Act of 1990 as amended, also makes it unlawful to discriminate against individuals with disabilities in all employment practices. A student/employee with a disability must be qualified to perform the essential functions of a job with or without reasonable accommodations. Only after a unit has reviewed all qualified and eligible candidates will the most suitable qualified person(s) be selected.

III. **Student Employee Job Titles:**

Student employee job titles, grade, step, hourly rates and minimum knowledge, skills, abilities, education and experience are incorporated in the document RCUOG Student Positions and Scale

Undergraduate Generic Job Titles

- Grant Support Assistant I, II, III
- Extension Assistant I, II, III
- Research Assistant I, II,
- Teaching Assistant

Graduate Generic Job Titles



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- Grant Support Associate I, II
- Extension Associate I, II, III
- Graduate Research Assistant
- Graduate Teaching Assistant

IV. Student Employee Pay Scale:

The RCUOG Student Employee Pay Scale is a guide established to maintain reasonable pay equity for all student employees. As in all competitive job markets, budgets, special demands and other unique circumstances, may influence a department's hourly rate offer. As a general rule, student employees will start at Step 1 and receive increments after one year of service. There shall be no increments beyond Step 5.

V. Hiring Process

Principal investigators/units may choose to use one of the three following processes to hire students:

1. Student Recruitment and Retention Process
2. Establish a Pool Process
3. 20-Week Temporary Hiring Process

The processes are described below.

1. Student Recruitment and Retention Process

To support UOG's recruitment and retention efforts, RCUOG student positions may be offered to currently enrolled students as part of retention efforts or to prospective students as part of a recruitment package.

- a. The principal investigator/unit identifies a pool of currently enrolled students within an academic program who meet the minimum qualifications and specific knowledge, skills, or abilities necessary to meet project/grant objectives as established by the principal investigator.
- b. The principal investigator/unit evaluates the pool of students and selects the best candidate. The principal investigator/unit documents the student's suitability for the position which may include but is not limited to: progress toward degree completion, alignment with academic program, special research, outreach, or extension experience, or other skill sets specific to the position offered.
- c. Principal investigator/unit submits a request to hire memo to RCUOG. The memo must include:
 1. Selected applicant's name
 2. The job title and hourly rate selected from the list of positions included in this policy.
 3. A description of the student's suitability for the position based on justifications indicated in (b) above.
 4. RCUOG account number to which the salary will be charged.



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5. Employee start and end dates.
6. Employee benefits, if any
- d. RCUOG evaluates the applicant to ensure he/she meets the minimum qualifications and specific knowledge, skills, or abilities listed in the position description.
- e. The student completes an RCUOG employment application and attaches transcripts and other documents as required by the principal investigator and submits these documents to RCUOG.
- f. RCUOG initiates the hiring process through the creation and processing of an RC-1. The onboarding process takes place at UOG HRO (See Hiring and Onboarding Process below).

2. Establish a Pool Process

The PI/unit uses this process in order to establish a pool of qualified applicants from among currently enrolled students.

- a. Principal investigator/unit submits a request to hire memo to RCUOG. The memo must include:
 1. The job title and hourly rate selected from the list of positions included in this policy.
 2. RCUOG account number to which the salary will be charged.
 3. Employee start and end dates.
- b. The principal investigator/unit submits a detailed position description to RCUOG. The job is assigned an RCUOG job number.
- c. The job listing is posted on the RCUOG and UOG HR websites for (5) days. Employers are authorized to close their job listings after 5 days of notification on the RCUOG website or after 3 qualified applicants are received.
- d. Interested students must complete an application and email it along with transcripts and other documents indicated in the job listing to rcuogrh@triton.uog.edu or deliver hard copies to the RCUOG office.
- e. Applications will be evaluated by RCUOG to ensure applicants meet minimum qualifications. RCUOG will send qualified applicants to the PI/unit to review.
- f. PIs/units will set up interviews with applicants from the qualified pool.
- g. The interview committee should include the PI as the chair and at least one other UOG or RCUOG employee. A reasonable period of time should be allowed by units so that all qualified and eligible students may be fairly interviewed.
- h. All interview questions will be non-discriminatory and follow standard format provided by HRO/EEO. An EEO representative must be present during interviews.
- i. After interviews have been conducted, the PI/unit selects the best candidate. Other candidates will be properly informed by RCUOG of the employer's hiring decision so that they may continue their job search.
- j. Principal investigator/unit submits a request to hire selected applicant memo to RCUOG. The memo must include:
 1. The selected applicant's name



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2. A description of the student's suitability for the position
 3. The job title and hourly rate
 4. RCUOG account number to which the salary will be charged.
 5. Employee start and end dates.
 6. Employee benefits
- k. RCUOG initiates the hiring process through the creation and processing of an RC-1.
1. RCUOG transmits the selected applicant's packet to UOG HRO. The onboarding process takes place at UOG HRO (See Hiring and Onboarding Process below).

3. 20-Week Temporary Hiring Process

Students may be hired for a maximum of 20 weeks working 39 hours or less per week. This is used when the immediate hire of a student is critical to meet the performance outcomes of the grant or project.

VI. Hiring and Onboarding Process

Once an applicant is selected for a position, RCUOG will prepare a Personnel Action (RC-1) and route the RC-1 and additional documents such as application and transcripts to UOG HR. HR will contact the student employee to complete or submit the following documents:

- a. Form I-9 is a federal document to determine one's eligibility to work in the U.S. and is required by the U.S. Citizenship and Immigration Services. This document is completed at UOG HRO office on the employee's first day of work.
- b. The employee must submit police and court clearances to HR before reporting for employee's first day of work.
- c. Tax forms W-4 (federal tax withholding) will be provided to new employees during the on-boarding process. This form is submitted to Payroll office for continued processing.
- d. Employees **should not** begin working until their Personnel Action (RC-1) is approved by RCUOG and HRO. *NOTE: Incomplete or incorrectly completed forms will result in a delay of processing.*

| PROPOSED RCUOG STUDENT HIRING POSITIONS AND PAY SCALE | | | | MINIMUM KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE |
|---|--|---------|--------------------------------------|--|
| POSITION TITLE | STEP 1 | GRADE | POSITIONS FOR UNDERGRADUATE STUDENTS | |
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| 1 | High School Student Research Aide | \$8.25 | A | This position is reserved for employing currently enrolled high school students on a part-time basis. Students must be 16 years old. This position requires daily supervision. No work experience required. |
| 2 | Grant Support Assistant I | \$8.25 | A | Current UOG student and no work experience. The principal investigator may require specific knowledge, skills and abilities to meet project/grant objectives. Employees under this category generally carry out routine field/office work with supervision. |
| 3 | Grant Support Assistant II | \$9.15 | D | Current UOG student with three years of work experience OR 30 or more credits and no work experience OR combination of credit hours, technical training, and work experience. Student employees carry out grant or contact related duties such as routine field/laboratory/office work with supervision. |
| 4 | Undergraduate Teaching Assistant/Tutor | \$9.50* | D | Current UOG student with one year of work experience 0 - 30 credits and no work experience. Provides administrative support for quiz, discussion or laboratory courses. *This position begins at Grade D, Step 2 |
| 5 | Extension Assistant I | \$10.14 | E | Current UOG student with no work experience. The principal investigator may require specific knowledge, skills and abilities to meet project/grant objectives. Employees under this category generally carry out routine field/office work with supervision. |
| 6 | Grant Support Assistant III | \$10.14 | E | Current UOG student with 60 or more credit hours and minimal experience. Student employees carry out grant or contract outcomes including routine field/laboratory/office work with minimal supervision. |
| 7 | Research Assistant I | \$10.14 | E | Current UOG student with one year of work experience OR 30 or fewer credits and no work experience. Student employees in this category carry out routine field/laboratory and/or office work with supervision. |



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| 8 | Extension Assistant II | \$12.75 | H | Current UOG student with three years of work experience OR 30 or more credits and no work experience OR combination of credit hours, technical training, and work experience. Student employees under this category generally carryout field/office work with little supervision and may carry out more detailed work that requires writing, recording, or reporting activities. |
| 9 | Research Assistant II | \$12.75 | H | Current UOG student with three years of work experience OR 60 or more credits and one year of work experience. Student employees in this category carry out routine field/laboratory and/or office work with minimal supervision. |
| 10 | Extension Assistant III | \$13.75 | I | Current UOG student with 60 or more credit hours and no work experience. Student employees under this category generally carryout field/office work with little supervision and may carry out more detailed work that requires writing, recording, or reporting activities. This position may have supervisory responsibilities for Extension Assistants I, II and Extension Aides. |
| POSITIONS FOR GRADUATE STUDENTS | | | | |
| 11 | Graduate Teaching Assistant | \$12.75 | H | Current graduate student with bachelor's degree in relevant field and minimal work experience. Lead quiz, discussion or laboratory sections, serve as class assistants or provide supervised teaching. |
| 12 | Grant Support Associate I | \$12.75 | H | Current graduate student with bachelor's degree in relevant field and minimal work experience. Student employees in this category carry out routine extension associated office/field work with minimal supervision. The PI may require specific knowledge, skills and abilities. |
| 13 | Grant Support Associate II | \$13.75 | I | Current graduate student with one year of work experience relevant to the position. Student employees in this category carry out professional level activities that may include analytical work, project design, and supervisory responsibilities. The PI may require specific knowledge, skills and abilities. |



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| 14 | Extension Associate I | \$14.94 | J | Current graduate student with bachelor's degree in relevant field and minimal work experience. Student employees carry out extension related working including implementing projects, data gathering, and analysis. The PI may require specific knowledge, skills and abilities. |
| 15 | Graduate Research Assistant | \$14.94 | J | Current graduate student with bachelor's degree in relevant field and one year of work experience relevant to the position. Student employees in this position work under a faculty member on a specific grant project performing higher level research activities. This position may require specific educational or work experience or a combination of education and experience. The PI may require specific knowledge, skills and abilities. |
| 16 | Extension Associate II | \$19.60 | M | Current graduate student with bachelor's degree in relevant field one year of work experience relevant to the position. Student employees carry out extension related working including implementing projects, data gathering, and analysis. May be required to supervise others. The PI may require specific knowledge, skills and abilities. |
| 17 | Extension Associate III | \$21.64 | N | Current graduate student with bachelor's degree in relevant field and one year of work experience relevant to the position. Student employees carry out extension related working including implementing projects, data gathering and analysis. The PI may require experience in extension outreach and engagement as well as project management duties. May be required to supervise others. |