



RESEARCH CORPORATION
of the **UNIVERSITY OF GUAM**

RESOLUTION NO. 14-11

**RELATIVE TO AMENDING THE RCUOG
STUDENT EMPLOYMENT HIRING POLICY AND PROCEDURES**

WHEREAS, The Research Corporation of the University of Guam (RCUOG) was established as a public corporation by Public Law (PL) 32-114; and,

WHEREAS, the purpose of RCUOG includes the promotion of assigned educational, scientific and literary pursuits of the University of Guam's grants and contracts through aiding in the development of study, training, and research and to furnish the means and methods to do so; and,

WHEREAS, PL 32-114 states that the affairs of RCUOG shall be under the general management and control of the RCUOG Board of Directors (Board) and that the Board shall adopt rules and regulations governing the terms and conditions of employment for RCUOG personnel; and,

WHEREAS, Resolution #14-04 Relative to Adopting the Student Employment Hiring Policy and Procedures was approved by the Board of Directors on September 23, 2014; and,

WHEREAS, the amended policy now allows for part-time student employees working 20 – 39 hours a week to participate in medical and dental insurance plans offered through RCUOG as long as the grant or contract funding the part-time position can support the annual employer portion of medical and dental premiums.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the RCUOG Student Hiring Policy and Procedures, as attached.

Adopted this 30th day of October, 2014.

Dr. Robert A. Underwood, Chairperson

ATTESTED:

Dr. Kate A. Moots, Secretary



RESEARCH CORPORATION of the UNIVERSITY OF GUAM

STUDENT EMPLOYMENT HIRING POLICIES AND PROCEDURES

Definition – “Student Employee”:

Student Employees of the Research Corporation of the University of Guam are University of Guam students employed by 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.

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

Medical and dental benefits may be offered to part-time employees working 20 to 39 hours per week. Availability is dependent on whether or not there is funding in the grant or contract to support the annual employer portion of medical and dental benefit premiums and as long as there is a provider available willing to provide coverage at an affordable rate.

Equal Employment Opportunity:

Equal Employment Opportunity (EEO) policy encompasses the idea that all qualified and eligible job applicants have the right to fair hiring practices. Only after a unit has reviewed all qualified and eligible candidates should the most suitable person(s) be selected.

The RCUOG’s commitment to EEO is displayed through a system of established hiring procedures that assures all qualified and eligible students fair treatment. All units are encouraged to familiarize themselves with such procedures. EEO is not only a student employment policy, it is also a policy of the RCUOG, and required by federal law of anyone receiving federal funds. Non-compliance by any one unit could result in the RCUOG and the University of Guam losing federal funding.

Student Employee Job Titles and Descriptions:

Undergraduate Generic Job Titles => Pay Steps & Hourly Rates

- Grant Support Assistant I, II, III
- Extension Assistant I, II, III
- Research Assistant I, II, III
- Undergraduate Teaching Assistant/Tutor

Graduate Generic Job Titles => Pay Steps & Hourly Rates

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

RCUOG Pay Scale						
Titles	Level	A11	A12	A13	A14	A15
Grant Support Assistant I	A1	\$ 8.25	\$ 8.50	\$ 8.75	\$ 9.01	\$ 9.29
Extension Assistant I						
High School Student Research Aide						
Undergraduate TA/Tutor	A2	\$ 9.08	\$ 9.35	\$ 9.63	\$ 9.92	\$ 10.21
Grant Support Assistant II						
Extension Assistant II						
Grant Support Assistant III	A3	\$ 10.44	\$ 10.75	\$ 11.07	\$ 11.40	\$ 11.75
Extension Assistant III						
Research Assistant I						
Graduate Teaching Assistant	A4	\$ 12.35	\$ 12.72	\$ 13.10	\$ 13.50	\$ 13.90
Research Assistant II						
Extension Associate I						
Grant Associate I						
Research Assistant III	A5	\$ 14.20	\$ 14.63	\$ 15.07	\$ 15.52	\$ 15.99
Extension Associate II						
Grant Associate II						
Graduate Research Assistant I	A6	\$ 16.33	\$ 16.82	\$ 17.33	\$ 17.85	\$ 18.38
Extension Associate III						
Grant Associate III						
Graduate Research Assistant II	A7	\$ 18.46	\$ 19.01	\$ 19.58	\$ 20.17	\$ 20.77
Graduate Research Assistant III	A8	\$ 20.86	\$ 21.48	\$ 22.13	\$ 22.79	\$ 23.47

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.

**Student Employees will start at Step 1 and receive increments after 1 year of service. There shall be no increments beyond Step 5.*

Recruitment:

1. All student employee positions are to be established with RCUOG and HRO. Detailed job information should be provided for notification.
2. Units submit requests through RCUOG to HRO including detailed job information.
3. HRO reviews and assigns a generic job title for pay purposes.

Notification:

1. Units provide detailed job information and HRO creates a position description.
2. Job listings are then created in standard format and assigned RCUOG job numbers. These job listings are available on-line and accessible to both eligible students and units for a period of five (5) days. The unit may request a shorter or longer period of time for the job posting on their request to hire memo.
3. Eligible students have the opportunity to browse the system, selecting those employment opportunities that interest them.
4. Students are then required to complete an employment application using UOG's Online Employment Portal (PeopleAdmin®). Applications will be analyzed and the respective units advised of a qualified student employment applicant pool. Units will set up interviews with a pool of qualified applicants.
5. Once interviews are scheduled, the units should inform HRO to close the position so that it no longer is accessible to students.

Interviewing

1. Units should **only** interview applicants who have been referred by UOG HRO through the Certification of Eligibles.
2. A reasonable period of time should be allowed for the selection committee to schedule and conduct interviews so that all qualified and eligible applicants may be fairly interviewed.
3. All interview questions should be non-discriminatory and must be approved by HRO/EEO.
4. After interviews have been conducted, the committee sends a recommendation memo to the unit administrator for approval. The approved memo is then routed to the RCUOG for final approval and processing. Once approved, the unit administrator or PI informs the candidate that they were selected for the position.
5. Other candidates should be properly informed by UOG HRO of the unit's hiring decision so that they may continue their job search.

Hiring

Once an applicant is hired for a position, the unit will prepare a Personnel Action (RC-1).

1. 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 Office. This document is completed at UOG HRO on the employee's first day of work.
2. The employee must submit police and court clearances to UOG HRO before they report for their first day of work.
3. The employee must submit a completed tuberculosis (TB) screening form before they report for their first day of work.
4. 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.
5. Employees should **not** begin working until their Personnel Action (RC-1) is approved by RCUOG and UOG HRO. *NOTE: Incomplete or incorrectly completed forms will result in a delay of processing.*

Twenty (20) Week Limited Term Hiring

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.

POSITION TITLES, DESCRIPTIONS, AND MINIMUM REQUIREMENTS

UNDERGRADUATE JOB TITLES

Grant Support Assistant I, II, III

This position is reserved for units who require student employees to carry out grant or contract outcomes. Student employees in this category generally carry out routine field/laboratory and/or office work with supervision. Progression in position title is commensurate with education and experience as well as the ability to perform the duties with little to no supervision.

Minimum Education and Years of Experience:

Grant Support Assistant I:	College student with 29 or fewer credits; no years Of experience
Grant Support Assistant II	College Student with 30 - 89 credit hours or combination of college credits, technical training, and/or substantial professional level work experience
Grant Support Assistant III	College student with 90 or more credits; minimal experience

Extension Assistant I, II, III

This position is reserved strictly for units with extension activities. Student employees in this category generally carry out routine field and/or office work with supervision. Progression in position title is commensurate with education and experience as well as the ability to perform the duties with little to no supervision. Extension Assistant II carries out more detailed and involved work that may require writing, recording, and/or reporting activities; Extension Assistant III has supervisory responsibilities of other Extension Assistants and/or Extension Aides.

Minimum Education and Years of Experience:

Extension Assistant I	College Student with 29 or fewer credits; no years of
Extension Assistant II	College Student with 30 - 89 credit hours or combination of college credits, technical training, and/or substantial professional level work experience
Extension Assistant III	College Student with 90 or more credit hours; minimal experience

Research Assistant I, II, III

This position is reserved strictly for units with research activities. Student employees in this category generally carry out routine field/laboratory and/or office work with supervision. Progression in position title is commensurate with education and experience as well as the ability to perform the duties with little to no supervision.

Minimum Education and Years of Experience:

Research Assistant I	College Student with 60 or more credit hours; minimal experience
Research Assistant II	College student with 90 or more credit hours
Research Assistant III	Bachelor's degree

Tutor

Tutors provide individual or group instructional activities in support of regular academic programs. Under supervision, Tutor duties may include tutoring sessions, group tutoring sessions, presentation at workshops, and other duties as assigned. Tutors may not perform teaching duties. Tutors are paid at the undergraduate Teaching Assistant level.

Undergraduate Teaching Assistant

Undergraduate Teaching Assistants provide administrative support for quiz, discussion, or laboratory sections and serve as class assistants. Faculty or other academic personnel should provide appropriate guidance and feedback, particularly in cases where Undergraduate Teaching Assistants are filling new roles and engaging activities that are new to them. Undergraduate Teaching Assistants may not perform teaching duties.

GRADUATE STUDENT JOB TITLES**Grant Support Associate I, II, III**

This position is reserved for units who require student employees to carry out grant or contract related outcomes. Student employees in this category generally carry out routine field/laboratory and/or office work with minimal supervision. Progression in position title is commensurate with education and experience as well as the ability to carry out professional level activities that may include for GSA II: analytical work, project design, and supervisory responsibilities with little to no supervision; for GSA III with expertise in areas such as grant management, program planning and implementation, assessment, and impact and outcome program orientation and design.

Minimum Education and Years of Experience:

Grant Support Associate I	Graduate student with less than six credit hours
Grant Support Associate II	Graduate student with 7 – 12 credit hours
Grant Support Associate III	Graduate student with 13+ credit hours

Extension Associate I, II, III

This position is reserved strictly for units with extension activities. In this position, student employees carry out professional level activities such as informal teaching, implementing

designed projects, data gathering and analysis, etc. Progression in position title is commensurate with education and experience as well as the ability to carry out professional level activities that may include for EA II: analytical work, project design, and supervisory responsibilities with little to no supervision; for EA III with expertise in areas such as grant management, program planning and implementation, assessment, and impact and outcome program orientation and design. This position requires extensive experience in extension outreach and engagement; project management and supervisory skills.

Minimum Education and Years of Experience:

Extension Associate I	Graduate student with less than six credit hours
Extension Associate II	Graduate student with 7-12 credit hours
Extension Associate III	Graduate student with 13+ credit hours

Graduate Research Assistant I, II, III

This position is reserved strictly for units with research activities. Student employees in this category generally carry out routine field/laboratory and/or office work which requires little supervision, or may carry out more detailed and involved work that may require laboratory analysis, data collection, field experiments, writing, recording, and/or reporting activities. All student employees in this category must have earned a Bachelor's Degree. A combination of some graduate college credits, technical training, and/or substantial professional level work experience may be considered under this position. This position may require specific educational or work experience, or a combination of both.

Minimum Education and Years of Experience:

Graduate Research Assistant I	Graduate student with less than six credit hours; This position may require specific educational or work experience, or a combination of both. The "hiring unit" (researcher/PI/PD) may require more specific knowledge, skills, or abilities to meet the project objectives.
Graduate Research Assistant II	Graduate student with 7-12 credit hours This position may require specific educational or work experience, or a combination of both. The "hiring unit" (researcher/PI/PD) may require more specific knowledge, skills, or abilities to meet the project objectives.
Graduate Research Assistant III	Graduate student with 13+ credit hours; This position may require specific educational or work experience, or a combination of both. The "hiring unit" (researcher/PI/PD) may require more specific knowledge, skills, or abilities to meet the project objectives.

Graduate Teaching Assistant

Graduate Teaching Assistants lead quiz, discussion, or laboratory sections, serve as class assistants, or provide supervised teaching. Faculty or other academic personnel should provide appropriate guidance and feedback particularly in cases where Teaching Assistants are filling new roles and engaging activities that are new to them. A Graduate Teaching Assistant is usually a pre-master's or a graduate student.

OTHER JOB TITLES

Research Aide

This position is reserved strictly for units with research activities which employ currently enrolled high school students on a part-time basis. The employment of students generally consists of duties that require direct and immediate supervision. Generally, students are provided the opportunity for work experience and/or some type of on-the-job training. In this position, the Research Aide is exposed to educational opportunities in applied research or natural sciences and is guided by a researcher who motivates the student in the field of science. No incremental salary step is offered.