

University Assistant Policy & Guidelines

Southern Connecticut State University

Policy:

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

Hours of Work and Length of Appointments:

- UA appointments may be for up to one (1) year in length but may not exceed beyond a single fiscal year.
- UAs are restricted to nineteen (19) hours of work per week. After review with Human Resources a UA may be allowed to work thirty-eight (38) hours within a two (2) week period.
- The University reserves the right to terminate a UA from employment prior to the proposed date for any reason including, but not limited to budgetary constraints, changes in work responsibilities, performance issues or a change in operational needs.

Wages and Benefits:

- UAs are only compensated for hours actually worked in any workweek. Any falsification of timesheets will result in immediate discipline up to and including dismissal.
- Total earnings in one fiscal year cannot exceed \$24,000.
- UAs 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 UA work. In such cases exceptions should be reviewed with Human Resources prior to discussion with the UA.
- UAs may be considered for a wage increase after one (1) year in the same appointment, typically up to \$1 per hour and depending on current fiscal situation. Requested increases over \$1 must be accompanied by a justification and need to be approved by HR.
- 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.

Dual Employment Policy:

- In accordance with Board Resolution #98-62 individuals who are Student Workers are not eligible to be UAs.
- Graduate Assistants are not eligible to be employed as UAs.
- Full-time and part-time permanent state employees may not be granted UA appointments.
- Retired state employees may not be hired as UAs.
- UAs may only work one (1) UA position at a time.

Other Guidelines

- UAs are not eligible to telecommute/work from home unless prior approval has been granted by the Associate Vice President for Human Resources & Labor Relations (or his/her designee).
- UAs 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).
- Supervisors must advise Human Resources immediately if a University Assistant resigns or is terminated from his/her position. Paperwork to terminate a UA should be completed.
- University Assistants are responsible for the contents of the Employee Handbook as well as other policies and procedures of this University.

Questions:

Questions about this process can be directed to Aimee Bonn at x 28848.

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