

Western Connecticut State University

University Assistant Hiring Procedures

Introduction

Western Connecticut State University is an educational institution of teaching and learning. The University employs a myriad of individuals to assist in carrying out its mission. 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.

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. Multicultural Affairs & Affirmative Action Programs will defer to Human Resources when hiring of University Assistants for that area. This procedure does not apply to the renewal of existing University Assistant contracts.

Procedure

1. Prior to staffing a new University Assistant position, the department head/designee will prepare a Personnel Requisition which must be signed by the Director/Chairperson, the Dean, if applicable, and the supervising Vice President. After these signatures are obtained, the Personnel Requisition should be delivered to the Human Resources department for final approval by Human Resources and the Vice President for Finance & Administration.
2. In conjunction with completing the Personnel Requisition, the department head/designee will prepare an advertising announcement for the position, which will be reviewed by Human Resources to ensure that duties are not in conflict with union contracts and by Multicultural Affairs for the purpose of developing a recruitment plan for the position. Based upon the recruitment plan, the University will advertise locally or regionally and recruit for the position to attract a sufficient applicant pool for consideration. The nature and level of the position will drive the recruitment plan.
3. During the recruitment process, the department head/designee and Multicultural Affairs designee will work closely together, monitoring the applicant flow for a sufficient applicant pool. Affirmative Action data sheets are to be sent to all applicants. This is coordinated through the department of Multicultural Affairs.
4. The department head/designee will identify the candidates she/he has selected for interview. The search committee protocol is not required for the hiring of these positions, however, the department head/designee and Multicultural Affairs must agree on the candidates to be interviewed, interview protocol, and the candidate to be hired.
5. Certification to Human Resources of the candidate to be hired will consist of a signature and date from Multicultural Affairs on the already established University Assistant Appointment form that the department head/designee currently submits to Human Resources. Human Resources will provide Multicultural Affairs with the salary attached to the position.
6. In the case of an emergency need to fill a University Assistant position without advertising, the hiring supervisor will consult with the Multicultural Affairs designee and the appropriate Vice President. Emergency hiring approval shall be indicated by the above parties on the University Assistant Appointment form that the department head/designee currently submits to Human Resources.
7. Upon selection of a certified candidate for the University Assistant position or the renewal of an existing University Assistant employee, the initiating department should complete the "Recommendation for University Assistant Appointment" form. The form should include demographic information regarding the proposed University Assistant, a description of the duties, proposed appointment term and wage information. A resume should also be attached to the Recommendation for University Assistant Appointment form.

8. Wages paid to the University Assistant must fall within the ranges established and published in the Wage Guidelines for University Assistants.
9. The "Recommendation for University Assistant Appointment" form must be signed by the initiating Supervisor/Department Head and the supervising Dean or Vice President.
10. The approved "Recommendation for University Assistant Appointment" form should be forwarded to the Human Resources Department at least two (2) weeks prior to the proposed start date.
11. The Human Resources Department will verify the following information prior to issuing an employment contract:
 - a. **Available Funding** - Verify with the Fiscal Affairs Office 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 Trustee 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. **Resignation** – A University Assistant who resigns from employment during the term of a contract must issue a letter of resignation to the Human Resources Department.
 - g. **Other** – Other issues that may arise to ensure that appointments are being made on a fair and consistent basis.
12. The Human Resource department must conduct a background check on all employees who are new to the University. The department head/designee or candidate should contact the Human Resources department for the required forms. (WCSU Application & Background Check Authorization Form)
These forms can also be found on the Human Resources website at http://www.wcsu.edu/hr/forms/WCSU_HRForms.asp
13. Upon verification that the proposed appointment meets established guidelines and an approved background check, the Human Resources Department shall issue an appointment letter to the candidate indicating an offer of employment. The employee should not begin employment until after they have returned a signed appointment letter indicating their acceptance of the employment offer and completed the I-9 form.
14. Upon signing the UA appointment letter, the employee may contact the Human Resources Department if they are interested finding more about their eligibility for benefits and for benefits sign-up. The employee must sign-up for benefits within 30 days from their date of hire.
15. A Work Schedule form and a Time Processing System (TPS) form must be completed for the University Assistant for each new appointment term. These forms must be submitted to Human Resources within one week of the employees start date.