



Guide for Hiring University Assistants

UNIVERSITY ASSISTANTS

The University Assistant is an unclassified part-time non-teaching category of employment established by Board of Trustees Resolution. University Assistants are paid from individual departmental operating budgets.

Important Policies

- The current maximum earnings per fiscal year is \$24,000.
- University Assistants may work no more than an average of 19 hours per week, for a total of 988 hours per fiscal year (July 1 – June 30).
 - Note: A UA may work up to 40 hours per week if deemed necessary by the hiring department, but this will shorten the length of their appointment term as they will approach the \$24,000 earnings maximum more quickly.
- **Supervisors are responsible for monitoring the salary and hours of their University Assistants.**
- The minimum hourly rate is \$16.94/hour. Higher hourly rates are at the discretion of the hiring department.
- University Assistants are not included under any collective bargaining agreement.
- Upon completing 120 work days, University Assistants will accrue one (1) hour paid sick time for every 30 hours worked and can use a maximum of 40 hours per calendar year. If a University Assistant is out sick for three (3) or more consecutive workdays, a medical certificate must be submitted to HR within three (3) business days upon conclusion of the pay period or the sick days will be deleted from the timesheet and not paid.
- There are no fringe benefits (medical/dental, accrued leave time, retirement, etc.) associated with University Assistant positions.
- University Assistants cannot hold a UA position on more than one campus. However, a University Assistant can be employed as a part-time teaching faculty member on the same or different campus, as long as there is no conflict in the hours worked. In this case, the employee must complete a Dual Employment Form.
- Current CCSU undergraduate students may not be permitted to be employed as University Assistants.
- Supervisors are required to notify Human resources if a University Assistant stops working prior to their previously specified end date.

Advertising for a University Assistant Position

If you do not already have a candidate in mind and need to advertise, please send a short description of the position, hourly wage, schedule of hours, and to whom applications should be sent, to Olivia Duncan (olivia.duncan@ccsu.edu). The position will be posted on the Human Resources Job Opportunities website.

Hiring Process

Filling/Refilling of a University Assistant position must be approved by the President either during the fiscal year budget process or by a request from the respective Vice President/Chief Officer.

Since the University Assistant is a part-time unclassified position, departments who have authorization and funding to hire a University Assistant may hire a selected candidate without undertaking an affirmative action search.

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When your position is approved and you have selected a candidate, fill out the University Assistant Appointment Form and send it to Olivia Duncan (olivia.duncan@ccsu.edu). Please be sure to include the individual's resume.

Pre-employment Background Investigation

University Assistants are required to satisfactorily complete a background investigation prior to hiring. University Assistants will be sent a link via email/text to complete their portion after HR receives the signed University Assistant Appointment Form and resume.

Onboarding

Upon successful completion the background screening, HR will contact the candidate to schedule an in-person onboarding appointment to complete required employment paperwork and verify I-9 identification.

No University Assistant may begin working until they have signed their offer letter and received their Core-CT login credentials from human Resources.

Renewal

A University Assistant Appointment Form must be completed each fiscal year for renewal of your University Assistant. Upon receipt of the University Assistant Appointment Form, HR will send out a renewal offer letter to the employee.