Central Connecticut State University

Recommendation for

University Assistant Appointment

Fiscal Year 2026-2027

Renewal: ☐ New Appointment: ☐

CCSU ID# |___|___|___|___|___|___|___|___|___|

Name: _____ _____ _____
Last First MI

Address: _____
Street

_____ _____ _____
City State Zip Code

Home #: _____ Cell #: _____

Department: _____ Supervisor: _____

Duties:

Please use **either** option # 1 **or** 2:

1. If working full fiscal year year

Start Date 06/26/2026

End Date 06/24/2027

Total Weeks: 52

2. If working partial fiscal year

Start Date _____ *This must be the start of a pay period*

End Date _____ *End date can not go past 06/24/2027*

Total Weeks: _____ Total

Banner Index: |___|___|___|___|___|___|___|

Salary for 2025-26 Employment Period:

$_____ (rate/hour) x _____ (hours/week)* x _____ (total weeks) = $_____ (cannot exceed $24,000)

*The number of hours assigned and worked by the University Assistant may not exceed an average of 19 hours per week for the term of the employment. At no time should a University Assistant exceed working 40 hours per week. Working more than an average of 19 hours per week will shorten the length of a University Assistant's appointment.

Recommended by _____ (Supervisor) Date _____
Signature

Approved by _____ (Dean, Director, etc.) Date _____
Signature

Approved by _____ (Executive Officer) Date _____
Signature

Approved by _____ (Grants-for *ALL* Grants) Date _____
Signature

For Human Resources Use Only

Human Resources Received: ☐ Position # _____

Citizen ☐ Y ☐ N ☐ W-4 ☐ CT W-4 ☐ Ethics/Violence Prevention Policy

If No – ☐ VISA ☐ PRA ☐ I-9 ☐ BKGRD Employee # _____

Please email completed form to: olivia.duncan@ccsu.edu

UNIVERSITY ASSISTANT GUIDELINES

1. New University Assistants cannot start work until he/she has signed an employment letter and completed onboarding with Human Resources. Renewed University Assistants cannot continue working until he/she has signed their renewal employment letter.

2. University Assistants are compensated for only hours worked. If the University closes due to inclement weather, University Assistants will not be paid for hours they have not worked and are not eligible for holiday, vacation, or winter weather pay.

3. University Assistants must complete timesheets that accurately reflect the actual hours they work for each pay period. Any falsification of timesheets will result in discipline up to and including termination.

4. University Assistants are restricted to an average of nineteen (19) hours per week for the duration of the appointment and total earnings must not exceed $24,000 during a single fiscal year.

5. University Assistant appointments may be for up to one (1) year in length but may not extend beyond the end of the fiscal year (June 30th) unless a renewal is submitted to Human Resources for the next fiscal year.

6. The University reserves the right to terminate a University Assistant from employment prior to the proposed end date for any reason including, but not limited to budgetary constraints, changes in work responsibilities or performance issues.

7. Student Workers cannot be employed as a University Assistant.

8. Graduate Assistants cannot be employed as a University Assistant.

9. CCSU undergraduate students cannot be employed as University Assistants.

10. Full-time employees cannot function as University Assistants during their regular work hours or for duties that are similar to their full-time positions.

11. University Assistants may not be retired state employees.

12. University Assistants are generally not eligible for remote work.

13. Human Resources must be notified immediately if an employee resigns or leaves before the end of his/her appointment.

Office of Human Resources
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ccsu.edu/hr