

# STAFF EMPLOYEES



A summary of the internal procedures for staff appointments in the College of Natural and Agricultural Sciences follows. This should be used as a guideline only. ***Before taking any action, please consult your Departmental Administrator.*** They can assist with and guide you through the necessary steps in hiring a staff employee and requesting any changes to current staff appointments.

## ***Hiring a Staff Employee:***

### ◆ ***Employee Requisition Form***

This form must be completed for career staff appointments, ***regardless of fund source***, and submitted to the Dean's Office for approval ***with a current job description*** for forwarding to Human Resources. Requisitions and advertisements should provide a concrete description of the qualifications and duties against which the candidates will be judged.

All requests for modification of recruitment requirements must be submitted to the Dean's Office for approval. Recruitment waivers are rarely granted.

Please contact your Departmental Administrator if you are interested in recruiting for a Laboratory Helper, Laboratory Assistant I or II position. Our college has a special recruitment process for these three types of appointments.

### ◆ ***Position Description Form***

This form must be completed and submitted with an employee requisition form. A position description is used for determining correct classification or grade level and for recruitment, employee training, and employee performance management purposes. It is maintained as an official record of the duties assigned to a position.

### ◆ ***CNAS Policy/Procedure Concerning Temporary/Limited Appointments - Including Rehire of Former Employees (Retirees and Layoffs)***

The University has procedures allowing for the rehire of retirees and employees who have been subject to layoff. However, rehire into a specific position is neither automatic nor is it an entitlement. Individuals who were subject to lay off and opted for a severance payment in lieu of rights to recall and preferential rehire rights (whether opting for retirement or not) stand in line behind individuals (with similar

qualifications) with rights to recall and preferential rehire when competing for open positions.

***Temporary/Limited Appointments-***

Dean's Office approval to hire must first be requested and granted, if the position is expected to be part-time and not to exceed more than 1,000 working hours in a consecutive twelve month period or full-time for less than six months. The hiring request must include a brief outline of the duties to be performed by the position (or a job description, if one is available), duration of the appointment and proposed salary. The outline of duties must provide the Dean's Office with enough information regarding the essential job duties to determine classification by the Dean's Office, (please see attachment A). Requests may be forwarded by email to tina.caroline@ucr.edu.

Upon completion of the above procedures and review by the Dean's Office, authorization will be granted to hire the selected individual for the period requested. Should it become necessary to extend the appointment beyond the time frame requested, Dean's Office approval will be required prior to any extension. No appointment extension may be processed as an adjustment through the payroll system, (PPS), without referencing the email date of Dean's Office approval in the Preparer comments section.

An open recruitment will be required for all limited appointments that have the possibility of converting to career status. A limited appointment cannot, under any exception or circumstance, convert into a career position without a recruitment conducted. A career position is an appointment that exceeds 1000 working hours in a consecutive twelve month period or full time for more than six months. The decision to conduct a recruitment should be revisited if a staff employee with a limited appointment has exceeded 600 hours within a consecutive twelve month period.

If the initial decision is to recruit for a limited position with possibility of converting to career status, the Dean's Office will approve a temporary/limited hire for up to three months, while the recruitment is completed.

Questions regarding this policy/procedure should be directed to Tina Caroline, CNAS Staff Personnel/Financial Analyst.

◆ ***Interviewers, Interviewee Pool and Interview Questions***

The names of the interviewers (2 or more), and the names of all candidates to be interviewed (2 or more) must be submitted to the Dean's Office at least two days prior to the interviews, to assure adequate time for the review and approval process. Dean's Office approval must be received *before* any interviews are held.

All interview questions must be submitted to the Department Administrator or his/her designee for review and approval. Once reviewed and approved at the department level, the interview questions should be e-mailed to the Dean's Office at least two working days in advance of the scheduled interviews. The Dean's Office will review the interview questions for compliance with Affirmative Action regulations/policies only and will provide the department with an e-mail reply indicating that the review has

been completed. If any adjustments relating to the Affirmative Action review are required, the department will be notified at that time.

Interview questions should address the skills, knowledge and abilities to perform the tasks cited in the job advertisement and requisition. All candidates must be asked the same questions. Additional questions to elicit further detail or information may be asked within the framework of the set of questions.

All notes taken by the interviewers should be kept in readable form for at least three years. These notes may be called for by the Dean's Office in the event of dispute.

◆ *Reference checks*

Employment and educational reference checks should be conducted for all positions including critical positions. As a part of the reference check, a copy of prior performance evaluations may be requested of the UCR department of current UCR employees.

◆ *Policy for Near Relatives*

Subject to the Chancellor's approval, the employment of near relatives in the same department may be permitted when such concurrent employment would be in the best interests of the University. For the purpose of this policy, a near relative is defined as a spouse, parent, child, sibling, step relative, or in-law. **Reference: UCR Local Procedure 21-G.**

The general position of the Dean's Office is that the appointment of near relatives within the same department will not be considered if a close working and/or supervisory relationship (or the potential for such) between the near-relatives will exist. Policy prohibits University employees from participating in the processes or review and decision-making on any matter concerning the appointment, promotion, salary, retention, or termination of a near relative. All near relative hire requests must be submitted to the Dean's Office prior to the employment offer. Please allow two weeks for the approval process.

◆ *Employment Offers*

Inform the Dean's Office in writing via email of the name of the candidate selected. Beginning salary for a new employee generally is at Step 1 or the minimum of the salary range. Any request to hire above Step 1 or the minimum of the salary range will require justification and departmental approval prior to being submitted to the Dean's Office. Dean's Office approval must be obtained prior to any employment offer.

*After Hire:*

◆ *Personnel Paperwork*

A new employee should report to the departmental payroll assistant on his/her first day of employment, prior to beginning job duties, to complete the required University paperwork.

◆ *Changes to a Staff Employee's Appointment*

*Staff Employees*  
(continued)

---

Staff personnel can fall under one of several sets of personnel rules and union contracts, none of which are identical. Consequently, great care must be exercised when contemplating certain personnel actions such as promotion, demotion, disciplinary measures, layoffs, etc. No actions should be undertaken without first consulting with the department administration, the Dean's Office and/or with the Human Resources Office to determine the appropriate procedures and applicable rules.

◆ *Performance Management, Merits and Salary Adjustments*

Annual performance evaluations, merits, or other salary adjustment processes are coordinated by the Departmental Administrator. This includes salary increases for Student Assistant appointments.

*In case of an on-the-job accident:*

If you or your employee has an on-the-job accident, no matter how minor, please report it to your Departmental Administrator immediately. They will assist you in processing the appropriate forms. Further paperwork regarding Worker's Compensation is usually required, as well.

*(Sample Memo requesting Limited Appointment)*

Dr. Jackson, from the Department of Entomology, requests to hire Mary Jensen as a Laboratory Assistant II, (TC 9603), on a limited basis.

**Appointment Purpose:** The purpose of the position is to prepare insect tissues for Dr. Jackson's research.

**List of Essential Job Duties:** Prepare complex media, reagents and/or solutions from formulas. Prepare components for media making; and plant, insect or animal specimens. Dissect plant, insect or animals. Prepare, grind and/or process tissues. Prepare smear or imprint impressions and slides. Assist in assembly, testing and operation of complex laboratory equipment. Maintain laboratory supplies; ensure availability of supplies and materials; perform record-keeping duties; data-entry; and assist in data collection.

**Percentage of time:** Fixed at 100% time, 8:00 to 5:00 pm, Monday through Friday.

**Duration of term:** September 1, 2006 through December 31, 2006.

**Salary Request:** Step 1.0 of the Lab Assistant II range.

**Candidate's qualifications:** Mary graduated from UCR, June 2006. Mary has been performing these duties for the last four years, previously appointed as a student assistant.