RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

STUDENT EMPLOYMENT HIRING POLICY AND PROCEDURES

I. **Definition of Student Employee**
Student Employees of the Research Corporation of the University of Guam (RCUOG) are University of Guam students assigned to University units to deliver grant or externally funded objectives. These employees will work 39 hours or less per week and receive Social Security and Medicare. RCUOG recommends student employees work 20 hours per week.

Medical and dental benefits may be offered to part-time employees working 20 to 39 hours per week depending on whether there is funding in the grant or contract to support the annual employer portion of medical and dental benefit premiums.

The definition of student employee also covers high school students who may be hired for short periods to work with researchers.

II. **Commitment to Equal Employment Opportunity**
The Equal Employment Opportunity (EEO) policy embodies the concept that all qualified and eligible job applicants have the right to fair hiring practices. The RCUOG's commitment to EEO is displayed through a system of established hiring procedures that assures all qualified and eligible students fair treatment. EEO is a policy of the University of Guam and required by federal law of any organization receiving federal funds. Non-compliance by any one unit could result in the RCUOG and the University of Guam losing federal funding.

The Americans with Disabilities Act of 1990 as amended, also makes it unlawful to discriminate against individuals with disabilities in all employment practices. A student/employee with a disability must be qualified to perform the essential functions of a job with or without reasonable accommodations. Only after a unit has reviewed all qualified and eligible candidates will the most suitable qualified person(s) be selected.

III. **Student Employee Job Titles:**

Student employee job titles, grade, step, hourly rates and minimum knowledge, skills, abilities, education and experience are incorporated in the document RCUOG Student Positions and Scale

Undergraduate Generic Job Titles
- Extension Aide
- Undergraduate Teaching Assistant/Tutor
- Grant Assistant I II, III
- Extension Assistant I, II
- Research Assistant I, II

Amended 3/8/2024

Graduate Generic Job Titles
- Graduate Extension Associate I
- Graduate Research Associate I
- Graduate Teaching Assistant

IV.   **Student Employee Pay Scale:**
The RCUOG Student Employee Pay Scale is a guide established to maintain reasonable pay equity for all student employees. As in all competitive job markets, budgets, special demands and other unique circumstances, may influence a department's hourly rate offer. As a general rule, student employees will start at Step 1 and receive increments after one year of service. There shall be no increments beyond Step 5.

V.   **Hiring Process**
Principal investigators/units may choose to use one of the three following processes to hire students:
1. Student Recruitment and Retention Process
2. Establish a Pool Process
3. 20-Week Temporary Hiring Process

The processes are described below.

1. **Student Recruitment and Retention Process**
   To support UOG's recruitment and retention efforts, RCUOG student positions may be offered to currently enrolled students, as part of retention efforts, or to prospective students as part of a recruitment package.

   a. The principal investigator/unit identifies a pool of currently enrolled students within an academic program who meet the minimum qualifications and specific knowledge, skills, or abilities necessary to meet project/grant objectives as established by the principal investigator.
   b. The principal investigator/unit evaluates the pool of students and selects the best candidate. The principal investigator/unit documents the student's suitability for the position which may include but is not limited to: progress toward degree completion, alignment with academic program, special research, outreach, or extension experience, or other skill sets specific to the position offered.
   c. Principal investigator/unit submits a request to hire memo to RCUOG. The memo must include:
      1. Selected applicant's name
      2. The job title and hourly rate selected from the list of positions included in this policy.
      3. A description of the student's suitability for the position based on justifications indicated in (b) above.
      4. RCUOG account number to which the salary will be charged.
      5. Employee start and end dates.

6. Employee benefits
7. Employee work hours per week.
d. RCUOG evaluates the applicant to ensure he/she meets the minimum qualifications and specific knowledge, skills, or abilities listed in the position description.
e. The student completes an RCUOG employment application and attaches transcripts and other documents as required by the principal investigator and submits these documents to RCUOG HR.
f. RCUOG HR initiates the hiring process through the creation and processing of an RC-1. The onboarding process takes place at RCUOG (See Hiring and Onboarding Process below).

2. Establish a Pool Process

The PI/unit uses this process in order to establish a pool of qualified applicants from among currently enrolled students.
a. Principal investigator/unit submits a request to announce memo to RCUOG. The memo must include:
   1. The job title and hourly rate selected from the list of positions included in this policy.
   2. RCUOG account number to which the salary will be charged.
   3. Employee start and end dates.
b. The principal investigator/unit submits a detailed position description to RCUOG. The job is assigned an RCUOG job number.
c. The job listing is posted on the RCUOG website (PeopleAdmin and HandShake, or other subsequent platform) for (7) calendar days. Units may close their job listings after seven (7) calendar days of posted notification on the RCUOG website.
d. Interested students must complete an application on RCUOG's Employment Portal, PeopleAdmin, or deliver hard copies to the RCUOG HRO office.
e. Applications will be evaluated by RCUOG to ensure applicants meet minimum qualifications. RCUOG will send qualified applicants to the PI/unit to review.
f. PIs/units will set up interviews with applicants from the qualified pool.
g. The interview committee should include the PI as the chair and at least one other UOG or RCUOG employee consisting of three Selection Interview Board members. A reasonable period of time should be allowed by units so that all qualified and eligible students may be fairly interviewed.
h. All interview questions will be non-discriminatory and follow standard format provided by HRO/EEO. An EEO representative must be present during interviews.
i. After interviews have been conducted, the PI/unit selects the best candidate. Other candidates will be properly informed by RCUOG of the Selection Interview Board Chair's hiring decision so that they may continue their job search.
j. Principal investigator/unit submits a request to hire selected applicant memo to RCUOG. The memo must include:
   1. The selected applicant's name
   2. A description of the student's suitability for the position

3. The job title and hourly rate.
4. RCUOG account number to which the salary will be charged.
5. Employee start and end dates.
6. Employee benefits
7. Employee work hours per week

k. RCUOG initiates the hiring process through the creation and processing of an RC-1. The onboarding process takes place at RCUOG (See Hiring and Onboarding Process below).

3. 20-Week Temporary Hiring Process

Students may be hired for a maximum of 20 weeks working 39 hours or less per week. This is used when the immediate hire of a student is critical to meet the performance outcomes of the grant or project.

VI. Hiring and Onboarding Process

Once an applicant is selected for a position, RCUOG will prepare a Personnel Action (RC-1). HR will contact the student employee to complete or submit the following documents:

a. Form I-9 is a federal document to determine one's eligibility to work in the U.S. and is required by the U.S. Citizenship and Immigration Services. This document is completed at RCUOG HRO office on or before the employee's first day of work.

b. The employee must submit police clearance, court clearance, and tuberculosis (TB) clearance to RCUOG HRO before reporting for employee's first day of work.

c. Tax forms W-4 (federal tax withholding) will be provided to new employees during the on-boarding process. This form is submitted to Payroll office for continued processing.

d. Employees **should not** begin working until their Personnel Action (RC-1) is approved by RCUOG Executive Director and UOG HRO Chief Human Resources Officer. *NOTE: Incomplete or incorrectly completed forms will result in a delay of processing.*