

# REQUEST TO HIRE

## Geography Department

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street City State Zip Code

Phone no: \_\_\_\_\_ Email address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone no: \_\_\_\_\_

Grant to be charged: \_\_\_\_\_ Payroll Title: \_\_\_\_\_

Percentage of Appointment: \_\_\_\_\_% 100% Salary Rate: \_\_\_\_\_/ mth or hr

Employment Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### **Graduate Student Researcher (GSR) Benefits Eligibility:**

**Title Code 3276** (Graduate Student Researcher - Partial Fee Remission): single or multiple GSR appointments that when combined total 100-139 hours (25% - 34%), eligible for health Insurance and partial fee remission.

**Title Code 3284** (Graduate Student Researcher - Full Tuition and Full Fee Remission): single or multiple GSR appointments that when combined total 140 hours or more (35% or higher), eligible for health insurance, full fees, and full non-resident tuition (if applicable).

**Title Code 3266** (Graduate Student Researcher - No Remission): Appointments during summer.

**GSR appointment is contingent on the appointee being a registered graduate student in good degree standing for the duration of the appointment.**

University Patent Agreement signed? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Description of duties** (add a page if necessary)

Identity/Work Authorization (new hire or break in service): Employees must be able to provide proof of identity and eligibility to work in the United States.

California resident? Yes No

Currently a student? Yes No Graduate / Undergrad. Major: \_\_\_\_\_

Other Campus Employment? Yes No Which Department? \_\_\_\_\_

If "Yes", what title? \_\_\_\_\_ At what percentage? \_\_\_\_\_

**The following \* applies to Graduate Student Researcher employee appointments only:**

*\* My signature below attests that I am currently registered and enrolled in at least 8 units and in good academic standing (i.e. 3.0 GPA and fewer than 12 units of incomplete grades), and not on academic probation or subject to dismissal.*

\_\_\_\_\_  
P. I. Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
\* Employee Signature

\_\_\_\_\_  
Date

# EMPLOYMENT GUIDELINES

## GEOGRAPHY DEPARTMENT

### ACADEMIC APPOINTMENTS

(rates effective as of 07/01/2014)

#### GRADUATE STUDENT RESEARCHER

Registered graduate student, usually 49% and one year or less, with B.A./B.S. degree, maintaining 3.00 GPA.

**Department guidelines effective 04/01/2015.**

|         | Annual    | Monthly | Hourly   | Degree status                       |
|---------|-----------|---------|----------|-------------------------------------|
| Step V  | \$ 52,260 | \$ 4355 | \$ 25.03 | Students not advanced to candidacy  |
| Step VI | \$ 54,696 | \$ 4558 | \$ 26.20 | Students advanced to Ph.D candidacy |

#### SPECIALIST SERIES (rates effective as of 7/1/2014)

Academic position for non-students who have received the B.A., Steps I to VI.

*The appointment is for less than one year; if continued over one year, Affirmative Action is required.*

| Title & Title Code          | Step | Annual    | Monthly     |
|-----------------------------|------|-----------|-------------|
| Junior Specialist (3330)    | I    | \$ 38,356 | \$ 3,196.33 |
|                             | II   | \$ 40,908 | \$ 3,409.00 |
| Assistant Specialist (3320) | I    | \$ 44,367 | \$ 3,697.25 |
|                             | II   | \$ 47,268 | \$ 3,939.00 |
|                             | III  | \$ 50,578 | \$ 4,214.83 |
| Associate Specialist (3310) | I    | \$ 55,095 | \$ 4,591.25 |
|                             | II   | \$ 58,917 | \$ 4,909.75 |
|                             | III  | \$ 63,185 | \$ 5,265.42 |
|                             | IV   | \$ 66,334 | \$ 5,527.83 |
| Specialist (3300)           | I    | \$ 71,226 | \$ 5,779.38 |
|                             | II   | \$ 78,319 | \$ 6,526.58 |

#### STUDENT/STAFF TITLES

*\* Contact Geography staff about titles for NON-STUDENT appointments. Human Resources determines the job title and pay rate based upon the job description you provide.*

| Title  | Title Code | UC or Non-UC | Wage Range per hour \$ | Qualification                 |
|--------|------------|--------------|------------------------|-------------------------------|
| STDT 1 | 4922       | UC           | 13.00 - 35.00          | Must be a registered student. |
| STDT 1 | 4927       | NON          | 13.00- 35.00           |                               |
|        | 4919       | UC           | 11.00 - 35.00          |                               |

Graduate students employed on campus grants (Instructional Improvement or Academic Senate) will be hired in the Student Assistant Series at the appropriate GSR level rate.