

## **Procedures for Recruiting Temporary Support Staff**

State rules pertaining to first consideration of available staff from a Qualified Rehabilitation Facility (QRF) must be followed when the price, specifications, and delivery are acceptable to the University. QRFs are non-profit organizations that rely on disabled individuals to provide at least 75 percent of the direct labor hours to produce products and services. Examples of services are: book binding, copying, food service, janitorial service, mailing, temporary services. HRS coordinates requests to QRF's. If the QRF cannot supply qualified personnel in a timely manner, HRS will initiate a recruitment to fill the vacancy.

1. Complete a Temporary Support Staff Appointment Request.
2. Obtain the required signatures and return the form to HRS. HRS will return the original form to the department with applications. If no qualified candidates are available, permission will be granted by HRS to use temporary personnel agencies.
3. When a candidate is selected, complete the form and return it to HRS with the applications.
4. Complete and have the employee sign the Conditions of Employment for Temporary Support Staff form.
5. Send employee to HRS or to the Payroll Office to complete payroll forms.

## **Pay Schedule for Temporary Support Staff Appointments**

A temporary support staff member's hourly rate must fall between the minimum and maximum and be commensurate with the temporary staff member's qualifications and experience.

<b>Job Category</b>	<b>Starting Hourly Rate</b>	<b>Maximum Hourly Rate</b>
<p><b>Clerk (General)</b> Performs routine office/clerical tasks following specific instructions and well-defined procedures. Duties may include sorting and matching documents, posting records, proofing data, photocopying, and receiving and/or conveying simple information. This is an entry-level position typically requiring little or no previous experience.</p>	\$7.80	\$8.80
<p><b>Receptionist</b> Greets, screens, and provides informational assistance to visitors and clients. May open, sort, date stamp, and distribute incoming mail; keeps schedule of conference room appointments, performs light typing and proofreading; and, handles messenger/courier services. Typically requires at least 1 year of related work experience.</p>	\$7.80	\$10.00
<p><b>Office Worker I</b> Performs moderately complex clerical duties following instructions and procedures that may require the exercise of independent judgment in application. Duties may include compiling data for reports, checking calculations, preparation of standard reports and forms, and receiving/conveying information. May require familiarity with one or more types of operational office. This is an intermediate level position typically requiring 1-3 years of general office experience.</p>	\$8.20	\$12.50
<p><b>Office Worker II</b> Generally works in a one-person office; handles diverse tasks including correspondence, filing, and record keeping. Prepares and submits reports required by government agencies, and business and statistical reports. Performs purchasing, accounting, and payroll duties. Generally assists in operation of office. Makes recommendations and acts on own initiative.</p>	\$10.20	\$14.50

<b>Job Category</b>	<b>Starting Hourly Rate</b>	<b>Maximum Hourly Rate</b>
<p><b>Administrative Assistant</b> Assists executive in staff capacity by coordinating office services and implementation of administrative functions. Typically performed tasks: monitor and maintain budgets and accounting records; purchase equipment and supplies; obtain bids; inventory control duties; establish procedures and interpret and apply organization policies within work unit; and coordinate collection and preparation of reports (e.g., time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data). May be responsible for office organization, records maintenance (hard copy and database), coordination of functions, and supervision of a 1 or 2 clerical support staff. May also perform secretarial/administrative functions. Typically requires 3–5 years of administrative experience.</p>	\$13.00	\$23.50
<p><b>Cashier</b> Operates cash register with or without electronic scanner. Makes change, cashes checks, may complete credit card charge transactions and issue receipts or tickets.</p>	\$7.80	\$10.45
<p><b>Bookkeeper</b> Performs moderately complex accounting work following numerous and varied standardized procedures and accounting practices. Assists with closing of books, taking trial balances, verifying bank accounts, and reconciling statements. Posts invoices to sales sheets and maintains petty cash entries. Performs related clerical work such as routine checking of credit references. Prepares special and regular reports, computing, posting or checking various items or details from original sources. In larger offices, may specialize in 1 or 2 functional areas. This is typically an intermediate level job requiring 1–2 years of related experience.</p>	\$9.20	\$11.00
<p><b>Model</b> Figure model for art classes. May work day or evening classes at main campuses or satellite facilities.</p>	\$10.20	\$16.50
<p><b>Media Assistant</b> Delivers and sets up audio-visual equipment at various locations on campus. May do minor maintenance and repair. Completes paperwork related to deliveries.</p>	\$7.80	\$9.75
<p><b>Kitchen Assistant</b> Performs any combination of the following facilitate food service: Carry dirty dishes from dining room to kitchen. Replace soiled table linens and set tables with silverware and glassware. Replenish supply of clean linens, silverware, glassware, and dishes. Supply service bar with food, such as soups, salads, and desserts. May serve ice water and coffee to patrons and/or clean tables.</p>	\$7.80	Comparable Market
<p><b>Cook</b> Prepares and cooks family-style meals for institutions such as schools, hospitals, nursing homes, or cafeterias. Usually prepares meals in large quantities rather than to individual order. May cook for employees in office buildings or other large facility.</p>	\$7.80	Comparable Market
<p><b>Daycare Center Worker</b> Attends to children at institutional center. Performs a variety of tasks such as dressing, feeding, bathing, providing basic instruction, and overseeing play.</p>	\$7.80	\$10.15

<b>Job Category</b>	<b>Starting Hourly Rate</b>	<b>Maximum Hourly Rate</b>
<p><b>Janitor</b> Cleans floors, walls, windows, furniture, and fixtures for office, restrooms, laboratories, and other similar areas. Stock sanitary supplies for such areas. May perform other simple miscellaneous duties as directed. Excludes contract janitorial personnel.</p>	\$7.80	\$10.55
<p><b>Laborer</b> Performs routine tasks involving the erecting or repairing of buildings, highway/road construction, utilities, and related construction work.</p>	\$7.80	\$8.75
<p><b>Landscaper I</b> Maintains grounds of public or private property using hand/power tools or equipment. Typically performs tasks such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. May plan and execute small-scale landscaping operations or provide minimal care and upkeep of building and equipment.</p>	\$8.70	\$13.25
<p><b>Landscaper II</b> Performs same duties as Landscaper I as well as installation of underground sprinkler systems and other such higher-level work.</p>	\$10.25	\$12.75
<p><b>Trades Specialist</b> Performs work in trades such as plumbing, carpentry, painting, building maintenance, construction, etc.</p>	\$9.50	\$16.50
<p><b>Health Care Specialist</b> Includes job categories found in the health care industry, such as nurse practitioner, registered nurse, licensed practical nurse. Some required specialized skills and licenses.</p>	\$9.25	\$27.75
<p><b>Tutor</b> Tutors a range of subjects, mentors and supports students. Requires knowledge of subject(s) being tutored.</p>	\$7.80	\$10.25
<p><b>Education/Technical Assistant</b> Covers positions not otherwise listed that require highly specialized skills such as technical writer and research assistant.</p>	\$10.20	\$13.75