

FOR USE BY HRM TEAM ONLY

Received On: _____

Returned To Hiring
Department On: _____

GW Libraries and Academic Innovation | Work Study & Wage Hour Hire Form

Today's Date _____ Department _____ Start Date _____

New Employee (Y/N) _____ GW Student (Y/N) _____ Work Study Student (Y/N) _____ Rate Change (Y/N) _____

Name _____ Sex (M/F) _____ Date of Birth _____ GWID _____

U.S. Citizen: (Y/N) _____ If No, Visa Status _____

Address _____ Phone# _____

Does employee have, or has ever had another job on campus (Y/N)? _____ If So, Where? _____

Currently employed there (Y/N)? _____ If not, has the other department submitted the termination (Y/N)? _____

PLEASE SEE ATTACHED DESCRIPTION TITLES AND WAGE RATE BEFORE AUTHORIZING

Position Title: (Please Check One)

Hourly Rate:

- Level I: Student/Non-Student Assistant I (entry-level) @ \$12.50/hour _____
- Level II: Student/Non-Student Assistant II (mid-level) @ \$13.00/hour **(Resume Required)** _____
- Level III: Student/Non-Student Assistant III (senior-level) @ \$13.50/hour **(Resume Required)** _____
- Graduate Student Assistant I @ \$14.00/hour **(Resume Required)** _____

Student employees assigned to positions that are financially, safety, or security sensitive may not begin working until they have been notified of the successful completion of their background screening and the hire process has concluded. Relative to the position being filled, will the employee:

Y N

- Have access to process/view financial transactions; student/employee records/grades; and/or social security numbers?
- Work in or have access to residence halls or other restricted areas, or have access to university keys?
- Work with or have contact with minors?
- Need to drive a university vehicle?

Direct Supervisor's Name _____ GWID _____

Authorizing Signature, if other than supervisor _____

*Over \$15.00 or Limited Term Appointment, AUL/Dept. Head Signature _____

* Special Funding (Y/N)? _____ Home org index _____ Charge org index _____

* If grant funded, PI Signature _____

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TERMINATION

Today's Date _____ Department _____ Last Day Worked _____

Name _____ GWID _____

- This employee was:
- Work-Study Student
 - Non-Student Wage Hour Employee
 - Student Wage Hour

Reason for leaving (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Family | <input type="checkbox"/> Leaving the Area |
| <input type="checkbox"/> End of Temp. Appointment | <input type="checkbox"/> Health | <input type="checkbox"/> Military Service |
| <input type="checkbox"/> Better Job | <input type="checkbox"/> Never Worked | <input type="checkbox"/> Visa/I-9 Expired |
| <input type="checkbox"/> Deceased | <input type="checkbox"/> Gross Misconduct | <input type="checkbox"/> Terminated for Cause |
| <input type="checkbox"/> Departmental Problems | <input type="checkbox"/> Job Abandonment | <input type="checkbox"/> Other |
| <input type="checkbox"/> FWS Funding Ended | <input type="checkbox"/> Job Elimination | <input type="checkbox"/> Not Eligible for Rehire |

Authorized By (Please Print) _____

Supervisor's Authorizing Signature _____

GW Libraries and Academic Innovation Wage Hour Matrix Effective June 18, 2017

Students or non-students would start at the base rate for that level or at an amount commensurate with their experience. Increases would be yearly and incremental raises would be based on number of semesters worked at the GW Libraries and Academic Innovation. Hourly wage rates will be reviewed once per year in conjunction with the University's Student Employment Office and the extended Administrative Group. If you are requesting that your student be placed in another level, please submit a new job description.

Level I - Student/Non-Student Assistant I (entry-level): Student or non-student employees in this category are hired in all areas of the GW Libraries and Academic Innovation to assist in the clerical tasks of the department. These employees work under direct and close supervision of a manager or supervisor. In most instances, applicants will have 0-12 months of experience. Normal working hours expected, shifts between 9AM-5PM.

Rate: \$12.50/hour with an increase once per year in \$0.50 increments.

Such tasks may include, but are not limited to photocopying, faxing, delivering and sorting mail, answering phones, unpacking, shelf-reading, labeling, sorting and shelving books, and/or periodicals, filing, book deliveries, scanning documents, assisting with exhibits, mailing invitations and brochures, physical preparation of books, hospitality setup and other tasks that may be included.

Level II - Student/Non-Student Assistant II (mid-level): Student or non-student employees in this category provide customer service or public service at least a majority (40-60%) of the time, may assist in answering reference inquiries and refer patrons to other departments where needed. They may also arrange, describe and inventory Collections of manuscripts, photographs and other primary documents. Students may also perform troubleshooting with printer problems and assist technicians with computer-related duties. Employees may need to facilitate access, unlock and secure building. Employees in this category receive periodic supervision in the performance of their duties. Workers must have one year of work experience. Working shifts may vary, may include evening and weekends. Resumes need to be included for review.

Rate: \$13.00/hour with an increase once per year in \$0.50 increments.

Level III - Student/Non-Student Assistant III (senior-level): Student or non-student employees in this category perform complex duties such as conducting internet searches, use a variety of research databases, may create, update and analyze data in files and spreadsheets, conduct surveys, compile statistics, prepare training manuals, or work in a technical capacity. Use of a foreign language may be required.

Employees in this category receive minimal supervision and are expected to perform in an autonomous manner referring to the manager in unusual circumstances. They may handle some confidential data. Workers must have 2-3 years of experience. Student workers in this category may be expected to work evening or weekend shifts. A resume needs to be included for review.

Rate: \$13.50/hour with an increase once per year in \$0.50 increments.

Graduate level employees (Graduate Student Assistant I): Should include resumes and may have 6 months-3 years of job experience apart from their degrees. Graduate students lacking any work experience will start at Graduate Year 1 rate.

Rate: \$14.00/hour with an increase once per year on \$1.00 increments.

Exceptions: Please submit a written justification to support your request, if you feel your student employee warrants compensation outside of this plan. The student worker's resume and job description must be included.

Salary Grid as of June 2017

Year	1	2	3	4
Level I	\$12.50	\$13.00	\$13.50	\$14.00
Level II	\$13.00	\$13.50	\$14.00	\$14.50
Level III	\$13.50	\$14.00	\$14.50	
Graduate	\$14.00	\$15.00		