

**STAFFING OPTIONS AT UW**

Employee Category	Work Study	Student Hourly (Non-Work Study)	ASE or Non-ASE Student Assistant	Research Associate+	Temporary Hourly	Fixed Duration	Limited Term Assignment	Classified	Contract Classified	Professional
<b>Also Called</b>	n/a	n/a	(UG)RA / (UG)TA / (UG)Staff Assistant	Postdocs, Senior Fellows, RAs	Temporary Hourly or Temporary Staff Helper	Temporary Classified Appointment	Pro Staff Limited Term Appointment	WPRB	Local 925, etc.	Pro Staff Level 1-3
<b>Contact Office</b>	Work Study 685-1985	Human Resources 543-2333	Graduate School 543-5900	Academic Human Resources 543-5630	Human Resources 543-2333	Human Resources 543-2333	Human Resources 543-2333	Human Resources 543-2333	Human Resources 543-2333	Human Resources 543-2333
<b>Common Purpose</b>	General Office Duties, Outreach Programs, K-12	General Office Duties, Outreach Programs, K-12	Teaching, Research and Lab Assistance, Graders and Tutors	Junior faculty positions usually hired in research capacity under a faculty mentor, may be employed in teaching capacity	Temporary hourly appointment in positions similar to classified staff roles that will not exceed 1050 hours in a year	Temporarily replace an existing contract-covered employee on leave, assist with temporary project in a bargaining unit capacity	Temporarily replace a pro staff appt. on leave, cover duties of a vacated position while recruitment is conducted, training, short-term projects	Permanent employee who is not covered by a collective bargaining agreement.	Permanent employee who is covered by a collective bargaining agreement.	Permanent employee, exempt from classified position who generally assumes more independent decision making and/or general direction
<b>Supervision Required</b>	High	High	Moderate-to-High	Low / Moderate, but mentorship required	High	Moderate - High	Moderate - Low	Moderate - High	Moderate - High	Moderate - Low
<b>Temporary?</b>	Yes	Yes	Yes	No ("Short Term")	Yes	Yes	Yes	No	No	No
<b>Student?</b>	Yes	Yes	Yes	No	No	No	No	No	No	No
<b>Limitations</b>	19 Hours/Week*	19.5 Hours/Week*	20 Hours/Week* (220 Hours Per Quarter for ASE-Covered positions, unless %FTE has been modified)	Ph.D. must have been awarded no longer than 7 years prior to appointment, National Search may be conducted, Faculty appointment process	Cannot exceed 950 hours (measured from date of hire) each year of employment, may be eligible for Insurance or PERS participation. Additional benefits become available once employee has worked 350 and 525 hours.	At least 50% FTE per month for greater than 6 months, more than 1050 hours total, less than or equal to 12 months, cannot replace a staff member who is laid off.	Hourly (generally less than 6 months and 20 hours/week) or Monthly (6 - 9 months in length and consistently above 20 hours/week)	Monthly, permanent employee with benefits	Monthly, permanent employee with benefits	Monthly, permanent employee with benefits
<b>Instructions / Info Available on the Web?</b>	Yes	Yes, Limited	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Employment Rules</b>	Employer Handbook on Work Study Web Site	UW Handbook Vol IV, Part IV, Chapter 9	UW/UAW Contract and Graduate School Web Site	UW Handbook, Vol II, Chapter 24	WAC and UW Policies for Temp. Employees	Local 925 Contract, Article 15.4	UW Temporary Policies, UW Professional Staff Program	WAC, Civil Service Rules	Collective Bargaining Agreement covering employee type.	UW Professional Staff Program
<b>Job Class Code</b>	0875 or 0872	0875 or 0872	0801-0857	0148, 0150, 0442, 0445	2000 - 6999	7777 or 8888	1000-1799 or 9000-9999	2000 - 69999	7000 - 8999	1000 - 1799 or 9000 - 9999
<b>Advantages</b>	Employer pays only 25% of wage, inexpensive way to increase staff coverage.	Inexpensive way to increase staff coverage, No benefit costs	Relatively inexpensive way to boost teaching or research effort	Relatively inexpensive way to boost research effort and assist faculty	Can be used to cover short term projects, or longer term projects which require a few hours of work each week. Generally less expensive than using UW Temp Services	Easier hiring process, simple way to cover leaves of absence or temporarily increase staff for project work	Easier hiring process, easy way to complete temporary projects, good way to hire a former staff member to return to train his/her replacement	Permanent position covered by WAC; better benefits and structured salary plan may help with retention; job description and recruitment process are very well-defined	Permanent position, covered by a collective bargaining agreement; better benefits and structured salary plan may help with retention; job description and recruitment process are very well-defined	Permanent, at-will employee covered by UW Professional Staff program rules, generally with more flexible position description, higher level of independent decision making, and working under more general direction.
<b>Considerations</b>	Turnover when student graduates, competitive market, schedule must be flexible, hours dependent upon availability of work study funds and limited to 19 hours/week, pay rates differ according to student level and major department, hiring process should be clarified with interviewees, as many students do not understand the term	Turnover when student graduates, schedule must be flexible, Hours limited to 19.5/week	Turnover when student graduates, benefit costs and tuition fees may be applied, limited to 20 hours per week, rules governing appointments can be confusing, pay rates differ according to student level and major department, hiring process must meet specific deadlines or tuition benefit to student may be lost, some positions are subject to contract rules, some are not.	Appointment process can be time consuming, faculty must be willing to mentor and supervise effectively, subject to reappointment, term, and budget limitations which must be monitored; if national search is not conducted, promotional opportunities may be limited.	350, 525, and 950-hour limit must be tracked by department and are strictly enforced.	Certain limitations on use, generally the same benefit cost as a contract classified employee, leave accrual and use must be tracked for employee.	Leave accrual and use may need to be tracked for temporary employee	Position requires supervisory commitment, overtime/leave approval and monitoring. Rules governing the position are sometimes cumbersome, and currently being revised. Job duties are generally more specific in scope than pro staff. Lengthy process for separation for cause	Position requires supervisory commitment, overtime/leave approval and monitoring. Rules governing the position are sometimes cumbersome, and currently being revised. Job duties are generally more specific in scope than pro staff. Lengthy process for separation for cause	Exemption from classified staff positions requires determination from compensation office, recruitment process is more labor intensive.

\* Hours may be increased during summer quarter. Some conditions may apply - refer to employment rules or contact office for details.

\* Although they are faculty appointments, Research Associates are included here to illustrate differences between these appointments and GSSA appointments.