

## Staff Information - Career Hire

### Eligibility

- A career appointment must be at 50% or more for at least twelve months. A career position must be filled through open recruitment and posted for two weeks on the UCSD Job Bulletin. The recruitment process will normally take at least one month before a position can be filled.

### Benefits

- [Are eligible for full benefits \(Medical, Dental, Vision, Disability, UC Retirement Plan, etc.\)](#)

### Leaves

- Earn vacation and sick leave based on the percent of time worked.

### Terminating Employment

- A separation appointment must be scheduled at least 72 hours prior to the employees last day of work. This will ensure that a student receives a final paycheck on his or her last day.
- If the employee has been contributing to the Defined Contribution Plan, they will learn of their options to roll over or cash out during the separation appointment.

### Additional Information

I. Are eligible for merit consideration.

II. Several types of staff appointments, more common use are; Laboratory Assistant and Staff Research Associate

- **Laboratory Assistant** - focuses mostly on the lab and setting up experiments. Lab Assistant's may assist with one or more standard repetitive procedures not requiring theoretical knowledge, but their main role is to assist in the research by handling the lab maintenance and equipment.
- **Staff Research Associate** - requires a theoretical knowledge, implying a college degree related to the type of work being performed or equivalent experience. Staff Research Associate performs technical determinations and/or make technical observations, in addition to performing experiments.

## Skaggs School of Pharmacy and Pharmaceutical Sciences

Staff - Career Hire			
Step	Process	Administrative Timeframe	Overall Time Frame
1	* <b>HR Contact to send Staff Hire Request Form</b> - the form must be complete by the sponsor requesting to hire a "career" employee, and sent back to the HR Contact	1-2 days (to submit the form to the "hiring authority")	<b>1 week</b> (Depending on how quickly the PI returns the Staff Hire Request form)
2	* <b>HR Contact provides SAMPLE job cards</b> - a meeting is suggested with the HR Contact and the "hiring authority" to review options and suggestions	1-2 days (to provide SAMPLES of job cards)	<b>1-2 weeks</b> (Depending on how long the "hiring authority" takes to complete the job card)
3	* <b>HR Contact to complete the Requisitions</b> - HR Contact reviews the job card, completes the requisition, sends it to Central HR for approval	1-2 days (to send to Central HR)	<b>1-2 weeks</b> (Depending on how long Central HR is able to approve the job card)
4	* <b>Job posting</b>	0 days	<b>2 week</b>
5	* <b>When the job posting closes</b> - the HR Contact send's the following materials; 1) Applicant resume's 2) Hiring Matrix, and 3) Instructions to conduct interviews 4) SAMPLE of rejection letters to be sent to those applicants that were interviewed ONLY	1-2 days (to send the materials)	<b>1-2 weeks</b> (Depending on how quickly interviews take place)
6	* <b>Top candidate</b> - "hiring authority" completes the Hiring Matrix form, and send the form to HR Contact <u>BEFORE</u> making an offer, once the Hiring Matrix form has been approved by Central HR, "hiring authority" may proceed with the offer	1-2 days (to fax the Hiring Matrix form to Central HR)	<b>1 week</b> (Depending on how quickly Central HR approves the Hiring Matrix form)
7	* <b>Hire Orientation</b>	1-2 days (depending on when the staff is available to meet)	<b>1 week</b> (depending on the start date of the new employee)
		~ 2 weeks = administrative process	<b>~ 12 weeks = overall process</b>

Updated 12/7/08

Updated 11/16/08