

UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY
EMPLOYMENT AND COMPENSATION (NON-FACULTY HIRING)

BASIC PRINCIPLES

- 1) Do NOT offer a position or salary to anyone until you have met with both the Department Administrator and Accountant to make sure that a) you have appropriate funds, and b) you know how that person will be hired (details below). It is unfair to have a discussion about employment and salary with someone until you know what can and cannot be done on their behalf. If you are developing a grant budget and intend to hire people, it is imperative that you meet with both DA and Accountant to make sure that you build in the appropriate amount of funding.
- 2) Depending on the category they can be hired under, the individual may have benefits deducted from their pay. You need to know this so that you will know what salary you actually can pay them BEFORE you make the offer to them.
- 3) After you have met with the DA and Accountant and determined what TENTATIVE offer you can make, you may discuss the possibility of employment with the individual in mind. During your discussion with the individual, please ascertain the following information:
 - a) Do they have a current UNM employment position, and if so, where and what is their FTE (Full Time Equivalent: aka maximum hours they can work at their current job)?
 - b) Will they be obtaining other UNM employment during the hiring process with our department?
 - c) Have they been employed at UNM within the last 12 months? If so, there may be significant barriers to hiring them through some of the options listed below.
 - d) Are they a US resident? This will be an important factor regarding whether they can work in the US, how much they can work, and other reporting requirements.
- 4) Do NOT have anyone start work until they have officially been hired and have completed their I-9 verification of employment eligibility. This applies to ALL of the categories listed below. No individual should begin work until AFTER their official start date.

STAFF EMPLOYMENT

- 1) Current staff employees of the University may be compensated for the maximum of one day of work through a Non Standard Payment Form for exempt employees only.
- 2) Any work exceeding one day requires that a current UNM Employee be hired as a staff member in the Department. Staff should be hired BEFORE they begin work. A minimum of one month is required for approvals, posting, hiring. It is highly recommended to allow two months for the process.
- 3) No UNM staff member may exceed a maximum of 1.25 FTE combined.

- 4) All staff postings require a Staffing Request to be submitted to the College of Arts and Sciences for approval before the job can be posted.
- 5) UNM Staff postings must meet the following:
 - a) Must be an existing job title in the department. If there is no existing job title in the department, it must be requested and approved by Compensation before the posting can be submitted. This process can take up to three weeks.
 - b) All staff positions have a designated grade with a minimum to maximum salary range. The qualifications of the applicant must meet the required qualifications of the position/grade. Job descriptions and the salary matrix can be found on the Human Resources website.
 - c) Competitive staff positions must be posted for a minimum of five calendar days, but if the position is underutilized you must post for 10 days and in the posting request you must submit an underutilization “action plan” to show how you are attempting to reach minority groups.
- 6) Internal, non-competitive staff postings require a justification for why the posting is non-competitive. These are only available for positions listed under Alternative Appointments in #13.
- 7) Regular and Term staff positions are benefits eligible. On-call positions or temporary positions ARE NOT BENEFITS ELIGIBLE and are considered “at will”.
- 8) Exempt Employees are salaried employees, do not get paid on a bi-weekly payroll timesheet and are paid on the monthly payroll.
- 9) Non-Exempt Employees are paid on an hourly basis and must turn in a timesheet. Although A&S does not normally allow overtime due to budget constraints, compensatory time is available for use. All eligible compensatory time must be pre-approved by A&S prior to additional hours being worked. Certain job titles under the non-exempt designation may be part of the bargaining unit (Union) and must follow the Union contract.
- 10) Term Appointment Employees are hired full or part time into a position designated to run for a defined period of time. They are normally hired for periods greater than three months and less than three years.
- 11) Temporary Employees are hired full or part time for a period not to exceed six months. They are not renewable without special approval from the dean, chair, and Division of Human Resources.
- 12) On Call Employees are employed on an intermittent basis and may be renewed by dean and chair, subject to approval by Human Resources.
- 13) Alternative Appointments may be used for internal non-competitive hires. These include some of the following:
 - a) Professional Service Appointment-not to exceed 6 months (Exempt; hourly researchers may be included)
 - b) Short Duration for Less than 3 months

- c) Change in Employee Status-for UNM retirees or employees who have been previously employed by UNM and are being rehired as on -call. Generally do not exceed .25 FTE.
 - d) Named in a Contract or Grant Award
 - e) Sole Source (very rare)
 - f) Specialty Service Provider
- 14) Staff appointments/hiring proposals require the submission of a Criminal Conviction Certification form.
- 15) Staff appointments with degree requirements are also required to submit OFFICIAL transcripts.
- 16) New staff must complete all hiring documents and the I-9 certification form 3 days prior to the start date. NO staff member should begin work until these documents have been submitted. All new hire documents must be filled in by the new employee at the HR main office located at the Business Center.

STUDENT EMPLOYMENT

- 1) Student must be registered for classes to be hired through student employment. Fall/Spring session they must be enrolled at least half time in a degree seeking program (6 hours). For summer employment, they must have completed at least half time (6 hours) during the previous Spring session and be enrolled for at least half time for the upcoming Fall session in a degree seeking program.
- 2) Student employment can include workstudy awards (ratio of pay is .30 cents for every dollar.) If no workstudy award, ratio of pay is 100%. Workstudy students must demonstrate Academic Progress to keep their workstudy awards.
- 3) There are 4 tiers of Student Employment:
 - a) Grade 1, Student Entry Level-Routine duties that may involve modest degree of responsibility and judgment (minimum salary 8.50/maximum salary 17.00)
 - b) Grade 2, Student Intermediate Level-May direct or coordinate activities of other student employees, previous training and equivalent experience required (minimum salary 8.50/maximum salary 17.00)
 - c) Grade 3, Student Advanced Level-Varied and complex duties with high degree of responsibility and judgment, supervise or lead other student employees, considerable training or experience in specialized or technical field (minimum salary 9.00/maximum salary 17.00)
 - d) Grade 4, Student Technical Specialist-Extremely high skill level, independent work (minimum salary 9.50/maximum salary 17.00)
- 4) Student Employees may only work a maximum of 30 hours per week.
- 5) Student Employees with a job assignment in another department must complete a two job memo and submit it to the Student Employee office.
- 6) In most cases, Student Employees must be hired competitively. A minimum of 4 weeks before the anticipated start date of the student, please provide a detailed job

description to JoNella Vasquez for posting. You will be able to view your applicants online.

- 7) If a Student Employee will be working on a research project funded through grants or start-up funds, they may be hired non-competitively. A minimum of 2 weeks before the anticipated start date of the student, please provide a detailed job description to JoNella Vasquez for posting.
- 8) Student Employees must present a passport OR a drivers' license and social security card to the student employment office in order to complete their I-9 Employment Verification before they can begin work. Students who do not complete the I-9 eligibility certificate will not be compensated for time worked prior to completion of the I-9.
- 9) Student Employees must complete online customer service training.

GRADUATE STUDENT ASSISTANTSHIPS

- 1) Assistantships are meant to assist students in strengthening and successfully completing their academic program, and are term appointments.
- 2) In order to be eligible for an Assistantship, a student must meet the following:
 - a) Have been formally admitted into a graduate program at UNM
 - b) Be currently enrolled for a minimum of 6 hours course work, thesis, or dissertation hours that count towards the graduate degree.
 - c) Must maintain a 3.0 GPA during graduate course work each semester.
 - d) Must not be on probation. Type 3 probation may provisionally hold assistantship if approved.
 - e) Be within the time limit for completion of the degree sought. (Masters students- 7 years from start date, including transfer credits; Doctoral students-5 calendar years from the semester they pass their comprehensive examination.
 - f) All assistantship recipients MUST complete the I-9 verification of employment eligibility PRIOR to their start date by presenting a passport OR a drivers' license and social security card to the Office of Graduate Studies.
- 3) There are five types of Assistantships:
 - a) Teaching Assistant (TA)/Teaching Assistant Special (TASP)-directly involved in producing student credit hours through teaching a class or lab. May not teach graduate level courses.
 - b) Graduate Assistant (GA)-duties are related to instruction, but not directly involved in producing student credit hours.
 - c) Teaching Associate (TAssoc)-advanced teaching assistant who holds a master's degree and directly produces student credit hours.
 - d) Research Assistant (RA)-assists in research work that is relevant to the assistant's thesis, dissertation or other requirement for graduate degree.

- e) Project Assistant (PA)-performs work required by a research grant, contract, or special project that is not necessarily directly related to degree requirements (not to include administrative/office work).
- 4) Workload:
 - a) Students may not be appointed for more than 30 hours per week, or .75 FTE. International students may only work a total of 20 hours per week, or .50 FTE unless they are granted a petition by the Global Education Office. This includes any combination of student employment with an Assistantship.
 - b) .50 FTE=20 hours per week
 - c) .25 FTE=10 hours per week
 - d) .125 FTE=5 hours per week
 - e) During summer session, assistantships (including international) may be employed up to 40 hours per week or 1.0 FTE as long as they are not enrolled. They must pay Federal FICA tax (social security and Medicare).
 - f) Entering graduate students awarded an assistantship during summer session must be enrolled in a minimum of 3 hours of course work that applies to their graduate degree and may not exceed .75 FTE per week.
 - g) Assistantships may not be concurrently held with UNM staff positions.
- 5) The Office of Graduate Studies sets minimum salary guidelines each year, which must be met for the contract to be approved. Rates differ depending on education level and type of assistantship:
 - a) Pre-Master vs Post-Master
 - b) Graduate Assistantships pay less than Teaching Assistantships
 - c) Research and Project Assistantship salaries are determined by the principal investigator, and must be at least equal to federal minimum wage. RA stipends are paid on a monthly basis; PA stipends are paid on a bi weekly basis.
- 6) TA/GA students must work only within their contract dates.
- 7) TA/GA assistantships generally include tuition equivalent with the FTE. .25 FTE=6 hours; .50 FTE=12 hours. In the case of TASP where funding is non I&G, tuition may not be included.
- 8) Health insurance is also provided for FTE at or above .25. Students have the option of declining health insurance on their assistantship contracts.

NON EMPLOYMENT METHODS OF PAYMENT

- 1) Honoraria-for one time only occurrences such as speakers. Requests for Honoraria must be submitted 10 business days prior to the event so they can be approved and a check can be generated before the event takes place. Honoraria cannot be paid to a UNM employee. Not applicable for individuals who have worked at UNM within the last 12 months. For US residents, a W-9 form is required. For Foreign Nationals, a W8BEN is required.

- 2) Purchase Order-can be used to pay individual consultants who are a) not under supervision by a staff or faculty member, and b) are not related in any way to UNM (ie: cannot be a current student, staff or faculty member). Not applicable for individuals who have worked at UNM within the last 12 months. For US residents, a W-9 form is required. For Foreign Nationals, a W8BEN is required.
- 3) Non Standard Payment Form-can only be used for UNM exempt employees, and must not exceed a single day of work. This cannot be 8 hours spread out over time-it must be a single day, one time occurrence. This method is extremely restrictive for existing UNM Staff and should be avoided if possible.