Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: January 18, 2023
SUBJECT: Contingent I and Student Staff Hiring Process

Dear Colleagues,

This is an important communication to apprise you of the recruitment process for contingent I and student staff. Please take time to review this information. Please note that Jamie Wimberly, HR Coordinator (jwimberl@umd.edu) will serve as the point of contact for all contingent I and student recruitment. Neetha Thomas, HR Coordinator (nthomas3@umd.edu) shall serve as the second point of contact for these requests.

Contingent I - New

Determining the appropriate title and hourly rate for the position

- Once the hiring officials determine the need for a contingent I position, they must provide the USG Office of Strategic Human Resources (OSHR) with the position description to determine an appropriate title for the position and the proposed hourly rate.
- It is important that the hiring official takes the internal equity of the department into consideration when proposing an hourly rate.
- Please note that typically exempt and faculty titles are not used for Contingent I positions. **NOTE:** Special permission may be granted by OSHR to use an exempt title in some situations.
- The USM Job Specifications list all nonexempt titles. The job specifications give a brief generic job description and also list the qualifications for the title. We encourage hiring officials to use this as a resource when selecting a proposed title.
- All individuals hired for Contingent I positions must meet the minimum qualifications for the job title.
- The OSHR will review the CI materials to ensure that the appropriate title and salary are assigned based on the duties and qualifications.
- Additionally, the resume of the candidate will be reviewed to ensure that the individual meets the minimum qualifications for the position and that the salary is appropriate.

Recruitment
- Upon receiving confirmation from OSHR on the title and salary, the recruitment process can be initiated.

- Contingent I positions do not require competitive recruitment and do not need to be advertised.
- However, if the hiring department does not know of an individual for the position, recruitment can be done.
- OSHR can request to create a posting for the UMD site via eTerp. The position can also be posted on the USG employment page
- After a finalist has been selected, a background check will be initiated by OSHR. Please note that the processing time for background checks may take a minimum of 3-5 days. Consequently, a formal offer should only be made after the successful completion of the background check, and the start date should be determined accordingly. Hiring officials are allowed to make a soft offer contingent on a successful background check and university approval.

Onboarding

- All new hires are required to complete paperwork such as I-9 (employment eligibility form), payroll direct deposit, emergency contact form, etc. with the OSHR. Hiring officials must provide office location and other information such as access requests to OSHR as early as possible to allow time for setup and access.
- The processing time for the contingent I hiring from receiving the request to onboarding is **at least two weeks**.

Student - New

- The processing time for student hires from receiving the request from the hiring officials is a minimum of 10 business days.
- Students can work a maximum of 20 hours a week when classes are in session.
- Students are also required to complete new hire paperwork with OSHR, including I-9, direct deposit forms, emergency contact forms, etc.
- Supervisor, please note, students should **NOT** be allowed to work until all required forms are completed and their appointments are established in the PHR system.

Please note that USM requires all students, faculty, and staff to comply with the University's vaccination protocol. Proof of full vaccination will be required before the start of employment. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement at return.umd.edu and must have an approved exemption prior to the start of their employment. Failure to provide proof of vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.

We appreciate your support and patience as we continue to work diligently to attract new talent to USG.

Regards,

Nitshu

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Manager

Office of Human
Resources

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