

HUMANITIES DIVISION
READER (student and non-student), and REMEDIAL TUTOR
EMPLOYEE REQUEST FORM for Continuing, New Hire, and Rehire

Hiring Department	Account - Fund - Activity Code - Sub	Date Prepared	
		F W SP SUM	
Course Number	Course Name / Supervisor / Extension / Email	Quarter (circle choice/s)	
	\$		
Approx # of hrs/week	Department Allocation	Start Date	End Date
Person to be Hired	Local Address	College and Box	
Employee ID#	Date of Birth	Local Phone	Email Address

IMPORTANT: The person may not begin working before notification of the Humanities AHR Office that all necessary employment forms have been completed. Contact Helen Stroud-Finley, 459-4246 or hmstroud@ucsc.edu, to schedule an appointment for sign-up. The Department submitting the Student Employee Request form does not have the authority to hire and will be held responsible if work begins before the person to be hired has completed required paperwork.

- READER** - \$16.26/hr with BA \$15.45/hr without BA
- Undergraduate t/c 2851 Grad Student t/c 2851 Non-Student with BA – t/c 2500
- REMEDIAL TUTOR II** - \$19.55/hr single student sessions \$25.16 group student sessions
- Single Student Sessions Group Student Sessions Non-Student with BA

NOTE: Graduate students hired at .25% time or greater are eligible for fee remissions, health care remissions, child care and leave coverage. (Undergraduates are not eligible for remissions.) This agreement is available online at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>.

APPROVAL OF HIRE

Department Chair, Assistant or Principal Investigator Signature	Date
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Please send the completed original Employee Request Form, along with the Description of Duties sheet to Helen Stroud-Finley, Humanities AHR Office