OSR RESEARCH EMPLOYEE DESCRIPTIONS
(Employees hired to work on contracts and grants)

Kettering Co-op:
Current KU undergraduate students who work on campus for their co-op or thesis term typically adhere to the pay rates below.

<table>
<thead>
<tr>
<th>Level</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$11.00</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$12.00</td>
</tr>
<tr>
<td>Junior</td>
<td>$13.50</td>
</tr>
<tr>
<td>Senior</td>
<td>$15.00</td>
</tr>
<tr>
<td>Senior 3</td>
<td>$16.50</td>
</tr>
</tbody>
</table>

*Very rare exceptions to the rates above can be requested if inadequate grant funding is available or if special circumstances involving the work being performed is involved.

On Campus School Term:
Current KU undergraduate students who work on campus during their school term can work up to 20 hours per week. The PI can elect to pay the student one of the following:

- Freshman – Junior $8.15
  Senior – Graduate $8.30
- Federal Work Study – FWS will pay 75% of wages; Contract/Grant will pay 25%
  Freshman – Junior $8.15
  Senior – Graduate $8.30
- If student also works their co-op term on project, PI can elect to pay applicable co-op rate for school term.

The following categories are available for non-Kettering students who are hired to fill a research need. A compensation analysis is required for any newly created position in these categories. To complete the compensation analysis, the OSR must submit a ‘New Requisition’ in the Online Staffing Management System (OSMS) which includes the job qualifications, job description, and job duties. It is the PI’s responsibility to complete the Request for Research Funded Employee form to provide this required information to the OSR in order for the requisition to be submitted according to University procedures.

Casual Employee:
A casual employee is any person which is hired to fill a temporary assignment lasting up to 4 months. The employee can work up to 40 hours per week. Pay scale is based on the hiring range as determined by the University’s formally approved compensation schedule.

Part-time Employee:
Part-time employees are employees who are needed to fill a long-term research position working no more than 25 hours per week. This position must be posted and advertised for a minimum of two weeks. The PI will conduct interviews from available candidates. Pay scale is based on the hiring range as determined by the University’s formally approved compensation schedule. Continuation of employment is based on available grant funding.

Full-time Employee:
Full-time employees are employees who are needed to fill a long-term research position working 40 hours per week. Full-time employees will receive full KU benefits at a cost of 31% of salary, which is charged to the grant or contract. This position must be posted and advertised for a minimum of two weeks. The PI will conduct interviews from available candidates. Pay scale is based on the hiring range as determined by the University’s formally approved compensation schedule. Continuation of employment is based on available grant funding.