



Hiring Process Information

Job Family Relationships, Salary Grade Assignments & Hourly Structure

Case Western Reserve University has formed a partnership with Kelly Services to administer the placement of temporary workers at Case. Departments can request a temp from the Kelly Services pool or request the hire of an internally-identified candidate.

Some notes on temporary employees:

- Temporary appointments generally last for up to 1 year; some can be longer.
- All temporary employees work for Kelly Services; they are not employees of Case Western Reserve University and do not receive University benefits.
- The department pays salary + fringe + a markup (% depends on position type and whether temp was recruited by Kelly Services).
- Pay rates are determined by the position's salary grade and are usually paid hourly.
- Temporary employees can receive health insurance
- Temp hire requests go through MSASS Human Resources like all other hires.
 - Email Melissa Van (mxv128@case.edu) with
 - Start Date and End Date
 - Speedtype to be charged
 - Job title and brief job description
 - Pay Rate
 - Report To Name/ Timesheet Approver + Secondary Timesheet Approver
 - Department Name
 - Hours (weekly schedule appx.)
 - Identified Employee (contact information phone & email) if not hiring from Kelly Services pool



POSITION TYPES AND GRADES			
Grade	Secretarial/Clerical/ Administrative	Technical/Research Support	Service/Maintenance
2	Clerk I Secretary I	Lab Assistant	
3	Accounting Clerk I	Technician I	Building Service Worker Telecommunications Assistant I
4	Clerk II Data Processor I Secretary III		Building Attendant Security I Maintenance Worker
5			
6	Accounting Clerk II Data Processor II Secretary III	Technician II	Security II
7	Clerk III	Research Assistant I (non-exempt)	Grounds Worker MRD Mover
8	Department Assistant I Secretary IV		Security III Telecommunications Assistant II
9	Accounting Clerk III Clerk IV Department Assistant II	Technician III	MRD Lead
10	Department Assistant III	Research Assistant II	Skilled Trades Worker I
11	Coordinator Department Administrator I	Analyst/Programmer I Technician IV	Supervisor, Building Services
12	Department Assistant IV Specialist I	Research Assistant III Research Nurse I Specialist I	Skilled Trades Worker II
13	Department Administrator II	Engineer I Analyst/Programmer II	Skilled Trades Worker III
14	Specialist II	Research Assistant IV	Supervisor, Skilled Trades

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POSITION TYPES AND GRADES			
Grade	Secretarial/Clerical/ Administrative	Technical/Research Support	Service/Maintenance
		Research Nurse II Specialist II	
15	Administrative Manager	Analyst/Programmer III Engineer II	
16	Specialist III	Specialist III	
17		Engineer III Analyst/Programmer IV	

Hourly Salary Structure

Grade	Minimum (\$/hr.)	Grade	Minimum (\$/hr.)
2	10.40	16	23.22
3	10.72	17	24.82
4	11.09	18	26.54
5	11.59	19	28.38
6	12.16	20	30.35
7	12.93	21	32.48
8	13.78	22	34.74
9	14.69	23	37.19
10	15.67	24	39.81
11	16.71	25	42.62
12	17.84	26	45.62
13	19.04	27	48.87
14	20.34	28	52.34
15	21.74		