

Team Diarrhea Job Classification, Salary, Benefits, Hours of Work, and Recruitment

Job title

- The Team D students are all union positions; therefore their pay and benefits are determined by the union contract.
- Their job title is **Student Worker Paraprofessional Senior**.

Pay scale

- Official pay is on a 9-step scale. Step progression is determined by the union contract; as a general rule, progression of 1 step occurs one year after their hire date.
 - 6/2013-6/2014 Range \$13.93 (step 1) to \$16.91(step 9) per hour
 - 6/2014-6/2015 Range \$14.35 (step 1) to \$17.49 (step 9) per hour
- Our practice is to start students at step 8 of the scale if are starting the program or that have not yet completed the first year of the Master's program and at step 9 if they completed 1 year of their program.
 - Step 8: \$16.47 in 2013-2014 and \$16.96 in 2014-2015
 - Step 9: \$16.91 in 2013-2014 and \$17.49/hr in 2014-2015

Benefits

- Students receive sick, vacation and holiday pay. Vacation and sick time accrual are prorated (amount earned depends on how many hours worked). Although vacation and sick time accrual starts on their first day, they are not allowed to use paid vacation time during their first 6 months of employment.
- Vacation accrual per pay period (2 weeks)
 - Less than 9.5 hours worked= 0 hours of vacation earned
 - At least 9.5 hours but less than 19.5 hours worked = .75 vacation hours earned
 - At least 19.5 hours but less than 29.5 hours worked = 1 vacation hour earned
 - At least 29.5 hours but less than 39.5 hours worked = 1.5 vacation hours earned
 - At least 39.5 hours but less than 49.5 hours worked = 2 vacation hours earned
 - At least 49.5 hours but less than 59.5 hours worked = 2.5 vacation hours earned
 - At least 59.5 hours but less than 69.5 hours worked = 3 vacation hours earned
 - At least 69.5 hours but less than 79.5 hours worked = 3.5 vacation hours earned
 - At least 79.5 hours worked = 4 vacation hours earned
- Sick time is accrued at the same rate as vacation; for example, a student that workes at least 39.5 hours but less than 49.5 hours earns 2 sick hours.
- Students receive holiday pay on all the state holidays. The number of hour paid per holiday depends on how many hours they usually work. For example, a student that worked at least 31.5 hours but less than 40.5 hours on a pay period containing a holiday will get paid 4 hours of holiday pay.
- Students also receive one floating holiday, which they can use any time during the fiscal year. The number of hour paid for the floating holiday depends on how many hours they usually work (on the same scale as a regular holiday)

Tuition and health care

- Students working at the Minnesota Department of Health do not receive tuition assistance or health coverage.

Hours of work and scheduling

- Students are hired to work approximately 20 hours per week; however, additional hours usually available during the summer months- depending on unit needs and availability of funding.
- Scheduling is done at the end of each month for the following month. Students pick their own schedule based on previously established guidelines
 - We have students scheduled from 9:00 a.m. to 8:30 p.m. Monday through Thursdays, 9:00 a.m. to 5:00 p.m. on Fridays, and 4:00 p.m. to 8:00 p.m. on Sundays;
 - We need to have at least one student working in the morning, and two or more students working until 8:30 p.m.;
 - A typical work shift is 4 to 8 hours long. Shorter shifts are only allowed with prior approval;
 - Each student has to have more evening shifts (ending at 8:30 p.m.) than day shifts;
 - Each student has to work one Sunday shift per month;
 - As long as students follow these guidelines, and our daily schedule needs are met, we don't make any changes to the schedule; but if students schedule themselves in such a way that the schedule is not balanced (e.g., 5 students on Fridays and 1 student on Monday evening), we ask them to change;
 - Students are discouraged from making changes to the schedule after it is finalized, and any change requires approval; but in practice, students do make changes throughout the month, mostly due to conflicts with course requirements.
- Students can take a lunch/dinner break any time during their shift; except they are not allowed to take their break at the beginning or end of their shift.

Staffing levels

The number of students in Team D varies depending on funding and need. We typically have approximately 8 students working approximately 20 hours per week (4 FTE), but in recent years the number of students has ranged from 7 to 10 (3.5 to 5.0 FTE). We try to schedule more heavily in the summer and fall, and have fewer students working in the winter months.

Recruitment

We primarily hire master's level students from the School of Public Health (SPH), University of Minnesota (U of M). Most of the students that we hire are enrolled in the epidemiology or environmental health programs; although we occasionally hire students enrolled in maternal and child health, biostatistics, policy or enrolled in other programs. We hire students for 1 to 2 years. Students interested in appointments shorter than 1 year are usually offered unpaid internships. Undergraduate students regardless of academic institution interested in working in Team D are also offered unpaid internships. We do not hire students enrolled in unaccredited public health programs.

Student employment at the University of Minnesota

Since we recruit from the SPH, we are competing with research assistantships (RA) and teaching assistantships (TA). Master's level students with RA and TA positions at the U of M

earn \$17.42 per hour. They also receive a tuition benefit (approximately \$7,500 per semester for students with a 50% appointment) and health care coverage.

Job Posting

All openings are posted in the SPH careers website <http://sph.umn.edu/careers/>



Protecting, maintaining and improving the health of all Minnesotans.

**Student Worker Positions
Foodborne, Vectorborne and Zoonotic Diseases Unit
Acute Disease Investigation and Control Section
Minnesota Department of Health**

Foodborne diseases- "Team Diarrhea"

Hours: 20 hours/week, mostly evening hours, some daytime and 1 weekend shift per month (Sun. 4-8 PM)

Start date: _____

6/2013-6/2014 Pay scale: \$13.93 to \$16.91; 6/2014-6/2015 (no tuition or health benefits)

NOTE: Based on individual qualifications, pay may be **\$16.47-\$16.91/hr**

6/2014-6/2015 Pay scale: \$14.35-17.49 (no tuition or health benefits)

NOTE: Based on individual qualifications, pay may be **\$16.96-\$17.49/hr**

Location: Minnesota Department of Health, Orville L. Freeman Building, 625 Robert St N, St. Paul, MN 55155-2538

Duties: Successful candidates will assist foodborne disease epidemiologists with the following activities:

- Active surveillance for *Campylobacter*, *Cryptosporidium*, *Salmonella*, Shiga toxin-producing *E. coli* including O157, *Shigella*, and other reportable enteric infections. Collection of case data from health care providers and interviewing cases about their illness and exposures;
- FoodNet research studies: Students are responsible for interviewing cases, recruiting and interviewing controls and perform other study-related duties as assigned;
- Outbreak investigations;
- Data entry, data management, data analysis, and/or miscellaneous projects;
- Assist with other disease investigations within the Acute Disease Investigation and Control Section.

Required qualifications:

- Currently enrolled in a graduate program (MPH, MS or PhD) in epidemiology, environmental health or related public health field;
- Excellent verbal and written communication skills;
- Strong interest in infectious disease epidemiology;
- Prefer candidates willing to make a 1-year commitment;
- Incoming students (accepted, planning to start next semester) encouraged to apply.

Interested students should submit/email a resume to:

Carlota Medus, PhD, MPH

Epidemiologist Principal

Acute Disease Investigation and Control Section

Minnesota Department of Health

PO Box 64975

St. Paul, MN 55164-0975

e-mail: carlota.medus@state.mn.us

phone: 651-201-5527 fax: 651-201-5082

Deadline for applications: Until filled.