REQUEST FOR E-3 EMPLOYMENT STATUS/ACTUAL WAGE DETERMINATION FORM

In order to hire an E-3 employee UC must establish that we are paying the prospective employee the higher of the prevailing wage as determined by the Department of Labor or what is referred to as the “Actual Wage”. The “Actual Wage” is at least the average of what all other similarly employed workers are making. Hiring departments should calculate the salaries of all current employees working in the requested E-3 position, who have similar skills and qualifications and ensure that the new employee will be making at least the average of those combined salaries. The spaces below will help UC International Services verify that UC is meeting the Actual Wage Requirement.

1) Name of Hiring Department/Division: _____________________________________________

2) Position Title: __________________________________________________________________

3) Name of Prospective E-3 Employee: _________________________________________________
   (last) (first)

4) Degree Held By prospective E-3 Employee: ___________________________________________

5) This position is (check one) ___ Full-Time ___ Part-Time. If part-time, # of hours per week____
   Proposed Salary: ____________________ Will employee receive UC benefits: ___Yes___ No  Is
   this position covered by a bargaining unit agreement (i.e. AAUP)? ___ Yes___ No

6) Location(s) where employee will work (departmental mail location). If more than one location list
   all: ________________________________________________________________________

7) Number of employees E-3 worker will supervise: ______

8) Dates of E-3 employment requested (may not exceed two years): From ___/___/___to
   ___/___/___

9) Minimum degree required for position: ___________________________

10) In the field of: ______________________________________________

11) Minimum months of required work experience, if any: _________________________________

12) Minimum months and type of required training beyond that acquired in the academic studies (if
    any): _____________________________________________________________________

13) Special skills required, e.g., licenses, knowledge of research techniques, programming languages,
    if any. (Include only special skills not acquired in conjunction with attainment of the required
    academic degree).

14) Description of duties for the position: _____________________________________________
    _________________________________________________________________________

15) Are there currently similarly employed workers in the requested E-3 occupation within the
    Department/Division (similarly employed means anyone with the same title, regardless of duties,
    or similar duties, regardless of title, with the same skills/academic training/related work
    experience)? Yes___ No___ If yes, complete questions 16 and 17. If no, go to question 18.

16) What is the pay rate or pay range for other workers performing similar duties:
    __________________      ---      __________________

17) If there is variation in the salaries of workers with similar skills/qualifications and duties, the
reasons for the variations reflect differences in: education; job responsibilities; specialized knowledge; and other legitimate business factors. In this department/division, there are ____ individuals performing the same general duties with similar skills/qualifications. They are: (attach additional pages if necessary)

Name: ____________________________  Job Title: _______________________ Salary: ___________
Degree: ______  Skills/Qualifications: ___________________________________________________
Reason for variation (if any) from salary offered to E-3 worker: ______________________________
_____________________________________________________________________________________

Name: ____________________________  Job Title: _______________________ Salary: ___________
Degree: ______  Skills/Qualifications: ___________________________________________________
Reason for variation (if any) from salary offered to E-3 worker: ______________________________
_____________________________________________________________________________________

Name: ____________________________  Job Title: _______________________ Salary: ___________
Degree: ______  Skills/Qualifications: ___________________________________________________
Reason for variation (if any) from salary offered to E-3 worker: ______________________________
_____________________________________________________________________________________

18) Name of immediate supervisor of E-3 employee: ___________________________________
   Title of Immediate Supervisor: ______________________________________________________
   (Name) (Title)
   Phone#:_________ Fax # _________ E-Mail address: _______________________________

19) Is the prospective E-3 employee currently residing in Cincinnati? ___Yes   ___ No
   If yes, Phone #:_____________________ E-Mail address: ____________________________

20) Name of departmental staff member to be contacted for final processing of the E-3 application if
   the employee is not available: _________________________________________________
   Phone#:__________Fax#:___________E-Mail address:______________________________

21) I certify that all information contained on this form is true and accurate:
   Department Head __________________________________________
   (Please print or type)                                      ____________________
   (Signature)                                              (Date)