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**A. DEFINITION & PURPOSE**

The classification and qualification standards for student employees (Class Codes 1868, 1870, 1871, 1874) have been established by the Chancellor's Office, Faculty and Staff Relations to describe typical positions filled by students while they are enrolled at the University. This classification is designed to meet three primary objectives (FSA 81-13, Supplement No. 1):

- To provide the University with part-time help in a variety of instructional and administrative programs;
- To provide a means and opportunity to supplement the students' income and assist them in their educational expenses;
- To provide students with work experience, preferably related to their academic majors. Students assigned to this classification may be employed on a part-time or temporary basis in any of the University's departments, offices, or auxiliary organizations. They may be assigned to clerical, technical, maintenance, para-professional, or other duties related to the instructional or administrative functions of the University.
- The Student Assistant Classification shall not be used in lieu of other established classifications. Assigning a Student Assistant to perform the full scope of duties and responsibilities as regular employees would be an inappropriate use of the classification standard (FSA 84-61; FSA 81-13, Supplement No.1).

**B. STUDENT CLASSIFICATION LEVELS**

The classification level of a position is determined strictly by the duties and responsibilities required to perform the job and not by the innate ability of an incumbent, the incumbent's longevity on the job, or the availability of departmental funding. A job description that briefly outlines the duties of the position should be developed and the level determined prior to posting and filling the position.

Some positions may change as students acquire more duties and responsibilities. In such cases, a new position description should be prepared that includes the change in duties. If the duties of the position fit into a higher classification, the pay level should be changed accordingly by submitting the Student Employment Reappointment/Change form. To determine the salary increase for a class change, refer to the guidelines in this section under Salary Administration. It is the responsibility of the department head to ensure that job descriptions for Student Assistant positions are thoroughly and accurately written and that the pay rates requested at the time of hire are consistent with the guidelines in this document. Appropriate documentation (duties statement and work history of the student) supporting the class level determination and salary placement shall be prepared and maintained for review upon request of the appropriate dean, vice president, or administrator. All student position classifications, job levels, and pay rates (including increases) will be reviewed and approved by Human Resources.

Four classification levels (Student Assistant Class I, Class II, Class III, and Class IV) are provided to assist supervisors in making classification determinations. Each class has a separate salary range. The classification level must be determined by analyzing the duties and responsibilities of the position before any salary placement can occur.

A general description and "typical" example of duties within each of the class levels (Class I, II, III and IV) are as follows:

Minimum\* Maximum\*

**STUDENT ASSISTANT, CLASS I \$13.00 - \$14.35**

This level includes jobs which are learned relatively quickly, do not entail a great deal of responsibility, and do not require specific skills, education, knowledge, or experience. Such positions are routine and repetitious and can be learned after a brief orientation. The subject matter is non-technical and uncomplicated. The work involves little or no independent judgment, problem solving, decision making, or recommendations. At this level, incumbents may work under immediate supervision. However, given the routine nature of the duties, only general supervision may be necessary once the assignments have been learned.

Examples of duties at this level are filing, general clerical and receptionist duties that do not require specific skills, stocking shelves, delivering office supplies, sorting and delivering mail, shelving books; beginning grounds workers, custodians, and general maintenance workers, trainees in laboratories and libraries, and graders who utilize answer keys.

Minimum\* Maximum\*

**STUDENT ASSISTANT, CLASS II \$13.80 - \$15.20**

This level involves higher level skills and/or responsibility or occupational skill. These jobs are routine and require some prior experience, training, or knowledge. At this level, incumbents receive general supervision. Close supervision is exercised when performing work out of the normal routine.

In addition to routine tasks, incumbents can plan and complete detailed assignments, use independent judgment, and make decisions about completing work assignments within designated timelines.

Examples of assignments at this level are clerk-typist (35-55 w.p.m.), cashiering, accounting clerical, data entry and word-processing, apprentice trades, trained grounds workers and custodians, locksmith assistants, drafting or graphic assistants, trained library assistants, and lab assistants requiring skill and knowledge.

Minimum\* Maximum\*

**STUDENT ASSISTANT, CLASS III \$14.90 - \$16.55**

At this level, prior job related skills, knowledge, and/or education, experience, and responsibility are required. Students employed at this level will usually be experienced upper division students. Assignments at this level require specific training, skill, experience, and/or knowledge. The nature of the work is semi-skilled or technical, requiring use of independent judgment. Work at this level is varied in subject matter and may include skilled laborer jobs. Assignments may also include technical trouble shooting or problem solving of a routine nature that requires application of some specialized body of knowledge. Students at this level may lead/coordinate the work of other Class level I or II students. Incumbents are expected to work at a higher level of independence.

Examples of functions at Class III include research, laboratory assistance, library assistance, advanced level typing/word-processing, reading of subjective materials, Class II driving, computer operations, programming assignments, and skilled trades.

Minimum\* Maximum\*

**STUDENT ASSISTANT, CLASS IV \$16.25 - \$19.50**

At this level, the highest level of skills, technical knowledge and/or education, experience, and responsibility are required. Students employed at this level must have experience equivalent to the graduate level working in a specialized area of expertise. Assignments at this level require very specific training, skill and experience and/or knowledge to perform the assigned work on an independent basis. The nature of the work is highly skilled, technical or quasi-administrative, requiring interpretation and analysis. Assignments may include technical jobs involving complex trouble-shooting or problem solving that requires application of a very specific area of knowledge. Students at this level may lead/coordinate the work of other students from Class level I through III.

Examples of functions at the Class IV include advanced technical research in field/ laboratory assistance, technical computer and/or networking operations and/or programming assignments requiring independent analysis and problem solving.

### **C. SALARY ADMINISTRATION**

There are four separate salary ranges which correspond to the Student Assistant Class I, Class II, Class III, and Class IV levels. Each salary range has a minimum and maximum rate. Class and pay changes can only be initiated by prior approval of the Student Employment Reappointment/Change form.

### **D. GUIDELINES TO CONSIDER FOR SALARY PLACEMENT**

The following guidelines should be used to establish pay rates within the salary range for the appropriate class level:

- Students shall not be assigned a pay rate below the minimum or above the maximum step of the salary range of the appropriate classification level of the position
- The supervisor should consider prior experience in duties or recommendations from prior employers.
- The supervisor should consider and document such things as the student's prior work-related experience, and specialized skills before recommending placement within the salary range to the department head.
- Pay equity among Student Assistants within the hiring area/department should be considered when initially placing students. Some variance is permissible considering the students experience, specialized skills, job duties, and past employment on campus.

### **E. GUIDELINES TO CONSIDER FOR SERVICE PAY INCREASES**

Service pay increases are requested at the discretion of the hiring department and reviewed and approved by Human Resources. Students are eligible for service pay increases for every 500 hours worked. Unlike job progression increases (change to a higher level), which is based on a change in the level of duties and responsibilities, a service pay increase is based solely on the amount of time a student has performed his/her current duties and on satisfactory work performance. Service pay increase credits are not transferable to other departments in the University or to higher level classifications.

The following guidelines should be used to establish service pay increases within the salary range for the appropriate class level:

1. The student should:
  - a. Have worked at least 500 hours from the last evaluation period.
  - b. Achieved a satisfactory work performance over the last evaluation period.

Demonstrated job knowledge and expertise above and beyond the normal learning curve can be justification for a job progression increase.

### **F. STUDENT ASSISTANT PAY SCALE**

Class I: \$13.00 - \$14.35

Class II: \$13.80 - \$15.20

Class III: \$14.90 - \$16.55

Class IV: \$16.25 - \$19.50