

STUDENT ASSISTANT/WORK-STUDY STUDENT COMPENSATION PLAN

California State University Channel Islands

(Developed March 2007)

The following plan includes information regarding eligibility, hours of work, the determination of the most appropriate classification for student employees and determination of initial pay rates. Additional California State University system-wide information regarding the employment of student assistants is available online at:

http://www.calstate.edu/hrpims/pims/Special_Instructions/student_employment.htm

PURPOSE

To provide equitable and consistent salary administration for all students employed by the university. The plan is to be used as a guide in administering compensation for the student workers classified as Student Assistants or Work-Study students.

DELEGATION OF AUTHORITY

Each department is responsible for administering the plan for the student employees hired in its department and monitoring the hours worked for each position.

Departments that employ large numbers of Student Assistant/Work-Study students may establish more structured guidelines on initial hiring rates to ensure consistency within the department. Departmental guidelines are appropriate as long as the minimum standards identified in this plan are met.

ELIGIBILITY FOR APPOINTMENT

To be appointed as a Student Assistant or Work-Study student, the student must be enrolled at California State University Channel Islands and be regularly attending classes during the semester of appointment. Work-Study student employees must have a Federal Work-Study award from the Financial Aid Office.

Employment as a student is secondary to pursuing a course of study. Student Assistant and Work-Study appointments are intended to provide a vehicle for students to work part-time while they are in school, partly to enable them to gain valuable experience related to their educational goals and partly to assist them with financial support.

The enrollment requirements are:

1. Undergraduates shall be enrolled for at least 6 units.
2. Graduates shall be enrolled for at least 4 units in graduate-level courses.
3. Extended Learning courses may count toward eligibility if the student is a regular CSU student and enrolled in accredited courses within Extended Learning.
4. Summer bridge appointments may be made if the student has been admitted for fall and spring semester, respectively, and is planning on attending.
5. Students who have graduated and who are not admitted/enrolled for the following semester are NOT eligible for Student Assistant/Work-Study appointments.

TERMS OF APPOINTMENT

Student Assistant and Work-Study student appointments are temporary. Students are paid on an hourly basis for actual hours worked. These appointments may be ended by notification to the student that he/she will no longer be scheduled to work. Termination may be made due to lack of work, lack of funds, or poor performance.

Student employees do not earn vacation, sick leave, or holiday pay. Jury duty is not compensated and they are not covered by unemployment insurance. Student employees are, however, covered by workers' compensation.

HIRING PROCESS

Hiring Process for Student Assistants (including Work-Study):

Department:

- Department determines a need for a Student Assistant.
- The department develops a position description (use the CSUCI Student Assistant PD form provided at the end of this plan) for the job opening.
- The department submits the position description to the Career Development Services website for posting by going to:

<http://www.csuci.edu/careerdevelopment/careerdevelop.htm>.

Click the “Employers” link, then the “Register” tab. Once you submit the appropriate information, it will be reviewed. Once approved, you will receive a password via email which will allow you to log in and post positions, collect resumes and remove filled positions at any time (for assistance registering with the career center call (805)-43737-3270

Students

- Students check the “on-campus” job listings on the Career Center website, or the “on campus jobs” posting case outside the career center for vacancies
- Students complete a “**Student Employment On Campus**” student assistant job application which they can obtain from the career center (BT1865) or online at: <http://www.csuci.edu/careerdevelopment/careerdevelop.htm>.
- Student must fill out an application for each position he/she is applying for on campus. It is the student’s responsibility to submit the application to the department with the title of the position he/she is applying for written across the top of the application. Student may also attach the following

A: Resume- Resumes needs to contain a brief summary of your skills and work experience. *Can turn resume in with application or submit online*

B: Paragraph- A paragraph explaining why you want to work in the department and include your qualifications for the specific position you are applying.

C: Class Schedule- Class Schedule and the time and days you would like to work.

Department

- The department reviews all applications and interviews selected candidates.
- The department selects a candidate to be hired and submits a copy of the Position Description, including the anticipated start date, the employee application, and the “Employee Requisition/Personnel Action Form” to Human Resources Programs. If the student claims to be Work-Study eligible, please confirm status with the Financial Aid Office at x-8530.
- Upon approval, the department refers the student to Human Resources Programs to complete all necessary forms.

- Human Resources Programs sends confirmation of appointment to the student and notifies the hiring department when the student is approved to begin employment
- Hiring department removes the job posting from the career center webpage.

SIGN IN

- **Student employees will not receive a pay warrant until they have completed the sign-in process.**
- Student employees must sign in for payroll purposes within three days of starting work.
- Students must also present evidence at the time of sign in of eligibility to work pursuant to the Immigration Reform and Control Act (IRCA).

HOURS OF WORK

Generally, students shall be given a 15-minute break during a 4-hour shift, and at least a 30-minute break for lunch during a 6-hour to 8-hour shift. The 15-minute break is paid time; the 30-minute lunch is unpaid time. The 15-minute break cannot be accumulated for lunch and cannot alter the normal work schedule.

When school is in session, Student Assistants may work up to, but normally not in excess of 20 hours per week total in all positions. Under emergency or other unusual situations, it is permissible for Student Assistants to work up to 30 hours in a week. In these circumstances, however, there should be a balancing assignment in other weeks so that the overall average will not exceed 20 hours per week. When school is not in session due to semester breaks, Student Assistants may work up to a maximum of 40 hours per week, but may not be scheduled to work overtime. Overtime is defined as more than 40 hours per week. A schedule may exceed 8 hours a day provided the total for the week does not exceed 40 hours. The Controller's Office will not issue payments to Student Assistants in excess of 168 hours for a 21-day period, nor in excess of 176 hours for a 22-day period.

When school is in session, Work-Study students may only work up to a total of 20 hours per week in all positions. Work-Study students may work up to a maximum of 40 hours per week when school is not in session but may not be scheduled to work overtime. Overtime is defined as more than 40 hours per week. A schedule may exceed 8 hours a day provided the total for the week does not exceed 40 hours.

HOW TO DETERMINE THE APPROPRIATE STUDENT ASSISTANT/WORK-STUDY CLASSIFICATION

There are four levels of student employees (Classifications I, II, III, and IV). Each class has a separate salary range. Classification of the positions must be made before any salary placement can occur. Departments are responsible for determining the appropriate classification for student workers that they employ. To determine the appropriate class, the supervisor must analyze the tasks and level of responsibility assigned to the students. Descriptions of Class I, II, III, and IV positions are as follows:

Class I

Student employees assigned to Class I positions work under immediate supervision. This means that the methods of performing tasks are well established and outlined or explained in specific terms. Assistance and/or guidelines are readily available if a problem occurs and work assignments typically involve standardized duties. The supervisor has responsibility for the assignment of work, the flow of work, production level, and provisions of proper instructions. Employees follow prescribed steps and refer unusual situations to a supervisor. Jobs that are assigned to this class do not require independent judgment, analysis, or decision making skills, and no previous experience or education is required.

Class II

Jobs assigned to Class II work under general supervision. This means that definite work objectives are set for the employee but methods of performing the tasks are frequently left to the judgment of the employee with occasional instruction or advice provided by the supervisor. The frequency of review by the supervisor depends on the difficulty and complexity of the assignment or on the impact or result of the work performed. While the supervisor is again responsible for the general assignment of work, less control may be exercised over the flow for work and instructions given may be more general in nature. The employee is responsible for the results of the work. Jobs assigned to this level usually require some previous experience, education, or specialized skill.

Class III

Jobs assigned to Class III receive general supervision, as described for Class II; however, the jobs involve a broad variety of skilled tasks which require previous experience, education, or specialized skills. Frequently, jobs at this level will include the responsibility for coordinating the work of lower-level employees or the application of independent judgment and decision making. Jobs at this level should be those that require a significant amount of previous education or experience or those that work most independently with considerable authority for independent action.

Class IV

Student employees assigned to Class IV positions receive either general supervision or specific supervision necessary to complete highly complex assignments which enhance the educational objectives of the department, the student population, or the academic research of the department or college. The objectives of assignments are defined by the supervisor and the methodology may or may not be prescribed; however, the nature of the methodology or the analysis of the process or results is designed and managed by the employee. Jobs at this level require specialized knowledge and previous experience, or the student has successfully demonstrated the ability to perform the judgment and skilled assignments representative of his/her field of study. The work is neither routine nor narrow in its scope of responsibility. The work is normally matched to the student's course of study at the senior or graduate level and the student is able to relate to students, faculty, administration, and staff in the performance of the assignments. Student employees at this level may direct the work of others and/or may be required to consult with others on- and off-campus. The work may require completion of the project/assignment from the initial concept through implementation and evaluation.

SALARY RANGES

There are four separate salary ranges that correspond to the four levels of student employee assignments. Each salary range has a minimum, midpoint, and maximum rate. All students assigned to a given class must be paid between the minimum and maximum rate for that class. Student employees cannot receive rates that exceed those listed on the salary range for their designated classification. New student employees are those who are appointed to positions for the first time. Continuing employees are those who have held Student Assistant/Work-Study positions in the previous semester or are returning to a position after summer break.

HOW TO DETERMINE INITIAL PAY RATES FOR NEW STUDENT EMPLOYEES

When appointing a new student employee, the department should first decide whether the duties and responsibilities to be assigned fit in Class I, II, III, or IV. After determining the appropriate level, the department then determines the employee's salary within the salary range for that class level.

New employees should normally be placed between the minimum and midpoint of the range. To determine the appropriate initial salary placement, the department should consider such things as wages paid to other students for similar work, the student's special skills, and prior work-related experience. Possession of highly specialized skills or other special circumstances may qualify a student for initial placement above the midpoint.

Skill Level I:

Under immediate supervision, performs routine tasks which can be learned relatively easily and require only nominal judgment, analytical, or decision-making skills. Previous experience, specific education, or specialized skills are not required.

Skill Level	Minimum	Mid-Point	Maximum
Skill Level I Range \$7.50 - \$9.25	\$7.50	\$8.40	\$9.25

Skill Level II:

Under general supervision, performs routine and non-routine tasks which require considerable on-the-job training and/or specialized skills. Frequently jobs at this level require discretion in judgment and decision-making. Previous experience, education or specialized skills may be required to perform these higher level jobs.

Skill Level II Range \$8.00 - \$11.40	\$8.00	\$9.45	\$11.40
--	--------	--------	---------

Skill Level III:

Under general supervision, performs a variety of skilled tasks requiring previous experience

and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees.

Skill Level III Range \$7.75 - \$12.75	\$8.50.	\$10.35	\$13.50
---	---------	---------	---------

Skill Level IV:

Under general or job-related specific supervision, completes highly complex assignments requiring specialized knowledge and previous experience. The work is normally within the student's course of study at the senior or graduate level and the employee may direct the work of others, consult with others, both on- and off-campus, and may be responsible for the project/assignment from conception through implementation and evaluation.

Skill Level IV Range \$8.50 - \$14.52	\$9.25	\$12.15	\$15.27
--	--------	---------	---------

Salary recommendations: Initial appointments normally do not exceed the mid-point of the range.

California State University Channel Islands
Student Employment
Position Description

Department/Division:

Preparer's Name:

Preparer's Telephone:

Position Title:

Skill Level: Level I __ Level II __ Level III __ Level IV __

Salary: \$ __. __/hr

Hours: ____ hrs./wk.

Purpose of Position:

Job Responsibilities:

Required Knowledge/Skills/Abilities:

Student Name : _____

Employee Signature

Date

Supervisor Signature

Date