



Adopted F21

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A. Definition & Purpose

These guidelines are designed to support application of the student assistant Classification and Qualification Standards. The Classification and Qualification Standards for non-represented student employees (Class codes 1868, 1870, 1871, 1874) have been established by the Chancellor's Office to describe typical positions filled by students while enrolled at the University. These student employment classifications are designed to meet three primary objectives:

- To provide a means and opportunity to supplement the student's income and assist them in their educational expenses;
- To provide students with work experience, preferably related to their academic majors. Students may be employed on a part-time or temporary basis in any of the University's departments, offices, or auxiliary organizations.
- 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 (FSR 84-61;FSA 81-13, Supplement No. 1).

The objective of these pay scale guidelines are to provide campus-wide consistency in recognizing differences in the duties, responsibilities, and skill levels required in work performed by Student Assistants. Using the levels below, supervisors have the responsibility of determining the appropriate pay for student positions in their respective office or department.

B. Student Pay Levels

The pay level of a student 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 list of duties that 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 list of job duties should be prepared that includes the change in duties. If the duties of the position fit into a different level (see below), the pay level should be changed accordingly by submitting a Student Employment Action Form (SEAF). To determine an appropriate salary increase, refer to the guidelines in this section under

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Salary Administration. It is the responsibility of the Appropriate Administrator to ensure that lists of job duties 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. All student pay rates (including increases) will be reviewed and approved by University Personnel.

Four levels of student assistant pay are suggested below to guide supervisors in making pay determinations. The level should be determined by analyzing the duties and responsibilities of the position before any salary placement can occur.

Note that each position requires direct supervision; assignments at all levels include limited use of discretion and judgment; and work should be regularly reviewed and may entail detailed instructions. A general description and “typical” example of duties within each of the class levels are as follows.

Student Assistant, Level I \$14.00-\$15.35

This level includes jobs that 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 judgement, 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 include, but are not limited to filing, general clerical and receptionist duties that do not require specific skills, sorting and delivering mail, and basic lab work.

Student Assistant, Level II \$14.80-\$16.20

This level involves slightly 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 and make decisions about completing work assignments within designated timelines.

NOTE:

The Level III and Level IV Student Assistants that follow should be used rarely and only with close collaboration with University Personnel to ensure that the job duties are appropriate to a student classification

Student Assistant, Level III \$15.90-\$17.55

At this level, prior job-related skills, knowledge, and/or education and experience 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. Work at this level is varied in subject matter. Assignments may also include technical trouble shooting or problem

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solving of a routine nature that requires application of some specialized body of knowledge. All work must occur under the direction of a supervisor.

Student Assistant, Level IV \$17.25-\$21.00

At this level, the highest level of skill, 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 assignment. The nature of the work is skilled, technical or quasi-administrative, requiring interpretation and analysis. Assignments may include jobs involving trouble-shooting or problem solving that requires application of a specific area of knowledge.

C. Salary Administration

There are four separate salary ranges, which correspond to the Student Assistant levels. Each salary range has a minimum and maximum rate. Pay changes can only be initiated by prior approval via the Student Employment Action Form (SEAF).

D. Guidelines to Consider for Salary Placement

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

- Students shall not be assigned a pay rate below the minimum or above the maximum of the salary range of the appropriate level of the position.
- Students should start at the lowest pay rate, unless exceptional circumstances warrant a higher pay rate. Those circumstances can include prior experience, specialized skills, and job duties.
- A justification for an exception must take into account pay equity among Student Assistants within the hiring area/department.

E. Guidelines to Consider for Service Pay Increases

Service pay increases can be requested at the discretion of the hiring department in conjunction with budget considerations. Each are then reviewed and approved by University Personnel. Generally, pay increases should be considered as follows:

- After a full Academic Year of service (approximately 500-600 hours of work)
- At \$.50 per hour
- After a satisfactory performance appraisal

F. Student Assistant Pay Scale

- I: \$14.00-\$15.35 (*changing to \$15.00-\$16.35 on 1/1/2022*)
- II: \$14.80-16.20 (*changing to \$15.80-\$17.20 on 1/1/2022*)
- III: \$15.90-\$17.55 (*changing to \$16.90-\$18.55 on 1/1/2022*)
- IV: \$17.25-\$21.00 (*changing to \$18.25-\$22.00 on 1/1/2022*)