



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Student Assistant Salary and Wage Program

Policy No.: 210

Last Revision Date: 06/13/00

Orig. Date: 08/06/81

Revision:

A. General Information / Introduction

B. Administration of Program

A. General Information / Introduction

PURPOSE The purpose of this program is to set forth a standard of wages to be paid to student assistants and work-study students based on:

- A. Clearly defined levels of responsibility and job difficulty.
- B. Separate salary steps to compensate for experience, longevity and work quality.

B. Administration of Program

The responsibility for the Foundation Student Wage Program shall be delegated to the Foundation Director of Human Resources.

Problems with implementation and compliance to the program shall be resolved with the Director of Human Resources and unit manager in consultation with the Executive Director of the Foundation.

The policies and procedures will be communicated to the unit managers by means of a written communication as needed.

As needed, the Executive Director of the Foundation and the Director of Human Resources shall review the levels and steps and make recommendations for changes to the Board of Directors.

SALARY GUIDELINES FOR STUDENT ASSISTANTS AND WORK STUDY ASSISTANTS

Each student may be considered for step merit upon evaluation by the supervisor that the student assistant is a consistently above-average worker. No student assistant should receive



POLICIES AND PROCEDURES

more than two step merit increases in any academic year.

Class A: Jobs which can be learned relatively quickly, do not entail a great amount of responsibility and do not require specific skills or education. Such jobs include dining service workers, stock clerks, custodians, general clerks, beginning horticulture and nursery trainees, beginning groundskeepers and trainees in recreation and laboratory areas.

Class B: Jobs requiring higher level of skill and/or responsibility. Such jobs will include clerk typist, accounting clerk, technical aide, aides in drafting, planning and engineering, and grounds workers.

Class C: Jobs requiring the highest level of skill, technical knowledge, and/or education and responsibility. Students in this class will usually be experienced upper-division or graduate students working in a specialized area. Such jobs will include supervisors of other students, counselors, research assistants, landscape drafters and/or designers.

Contracted or special services: Positions designated under grants or contracts requiring specialization and/or technology necessary to the position. Wages and terms of payment are determined by the principal investigator or delegated alternate. Such wages shall be specified for the like positions in the surrounding work force areas.

Graduate Students: Must be enrolled in a minimum of 4.0 units and must meet characteristics as described in Class A, B or C to qualify for employment.

Starting wages will normally be at the lowest step in the appropriate class. Promotion to a higher class may follow if a position exists for which the student has the requisite skill and experience