

Student Employee Casual-Restricted Status

The terms and conditions of student assistant positions are governed by Personnel Policies for Staff Members (PPSM) and student employees are designated as Professional and Support Staff (PSS) with Casual/Restricted status.

- Student assistants normally work less than fifty percent, except for quarter breaks or during the summer, during which time the student may work up to full-time.
 - Student assistant positions are reserved for registered undergraduate and graduate students of the University of California, Santa Cruz.
 - The appointment is temporary.
 - Working hours are irregular.
 - Work is secondary to the student's academic and student life.
 - Work schedules are flexible enough to support the academic program of the student.
 - As distinguished from regular staff positions, student assistant positions have less-complex responsibilities, require fewer skills, less knowledge, experience and training; continuing responsibility and/or on-going accountability for the work performed. Incumbents work less independently and exercise judgment less often and must be directly supervised.
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Classification and Compensation

Determining Classification:

The classification determination is a flexible one whereby SHR Operations have authority to determine/suggest the classification of student positions. The final approval for the classification/compensation is given by the Career Center when the Employee Request (ER) is submitted.

As an aid in the creation of new ERs, SHR Operations and hiring supervisors with ER system logins have universal access to ERs created by all other supervisors, and may save and modify an existing ER as their own ER creation.

If the position does not fit the majority of the criteria at each level, SHR Operations may consult with the Career Center regarding the appropriate classification or indicate on the Employee Request (ER) that they wish the Career Center to determine the classification. When the Career Center classifies a position, SHR Operations is encouraged to record that information for future reference when classifying similar positions. SHR Operations is encouraged to determine the classification level for replacement or similar positions.

Determining Compensation:

Student Assistant IV pay rates are ranged according to the pay schedule (see below) for a given academic year. Students are normally hired at the minimum pay rate of the range for a given

classification. However, supervisors will have the flexibility to recruit above the minimum pay rate. Recruitment and/or retention issues are the primary consideration for posting of positions with above minimum pay rates. Consistency in pay rates is strongly encouraged for future hires for like/similar positions.

Student Assistant Pay Schedule

Note: on 6/22/2014 the Student Assistant series was consolidated into a single classification, Student Assistant IV.

Current Salary Range for Student Assistant IV (effective 01/01/2018)

	Minimum	Maximum
Assistant IV	\$11.00	\$30.00

Policy for Movement through the Salary Range

The Student Assistant classification allows for unit funded movement through the salary range, whereby SHR Operations may grant increases up to 25% in a single fiscal year based on either merit performance or "unit specific" considerations such as:

- assumption of greater independence
- difficulty retaining incumbents
- extensive/significant experience related to the requirements of the position
- performance recognition (merit increase)

NOTE: SHR Operations has the option to adopt merit/performance related salary adjustments and to establish their own internal criteria, policies, procedures and forms.

The unit will fund such increases.

Authority/Documentation for Pay Increase:

- SHR Operations has the authority to approve "Movement Through the Range" increases for individual pay rate increases. All such changes will require some form of supportive documentation that initiates the action (e-mail or other written request from the supervisor and/or performance evaluation) and action/budgetary authorization according to SHR Operations procedures.
- Merit Increase - Documentation for performance-related increases may be maintained by SHR Operations. A revised ER is not required.
- Changed Duties - If the duties change, the student should be re-hired under a new or modified ER to reflect the increased level of responsibility.