

CALIFORNIA STATE UNIVERSITY, CHICO
STUDENT EMPLOYEE CLASSIFICATION LEVELS AND WAGE RATES

Revised

Effective January 1, 2023

The objective of this classification and pay plan is to provide campus-wide consistency in recognizing differences in the duties, responsibilities, and skill levels required in work performed by Student Assistant and Work-Study employees. Using the chart below, supervisors have the responsibility of determining the appropriate classification level for student positions in their respective office or department. It is important to keep in mind that students are to be classified and paid for the job they are performing and not their innate ability or availability of funds. All new work assignments must be entered into and described on the online job platform, Handshake. Wage rate changes may be implemented by entering the new pay rate on the timesheet and appropriate attendance reports.

Merit Wage Increase: Merit wage increases (rate increases from step to step, within classification) are based on time and work performance. Student employees in classes I-III must be granted merit wage increases after working 200 hours at a lower step. Reasons for denial of merit wage increase must be directed to the student employee in writing and a copy sent to the Student Employment Office.

Reclassification: A reclassification is movement from one classification to the next and is characterized by changes in job duties and responsibilities. To reclassify work-study and student assistant employees, supervisors must describe the new job by submitting an email to StudentEmployment@csuchico.edu.

Characteristic	Student Employee I		Student Employee II		Student Employee III	
Degree of experience, education, knowledge or special skills	Minimal job-related experience, requires no previous experience, specific education or specialized skills; entry-level		Some job-related experience, education, or specialized skills required		Must have specific job-related experiences, education, or specialized skills	
Complexity of tasks	Routine tasks requiring brief orientation		Some routine tasks, but generally assignments are detailed; performs routine tasks which require considerable on-the-job training/specialized skills		Technical or administrative tasks requiring considerable discretion in judgment and decision-making, interpretation, reasoning or judgment; work is varied	
Degree of supervision	Under general supervision		Under general and moderate supervision		Under minimal supervision, may supervise work of other student employees	
Typical tasks	Typical tasks include, but not limited to: answering phones and general questions; filing/basic data entry; interacting with faculty, staff, students		Typically requires discretion in judgment and decision-making; typical tasks and responsibilities requiring a thorough knowledge of office policies, procedures and programs		Typical duties include but are not limited to the responsibility for coordinating the work of lower level student employees, assist with entering complex information; interacting with diverse group of people (faculty, staff, administrators, employers, etc.)	
Step	Step 1	Step 2	Step 1	Step 2	Step 1	Step 2
Rates of pay	\$15.50	\$15.65	\$15.75	\$15.90	\$16.10	\$16.25

Wages assigned above the Student Employee III level require special approval. The pay range for the Student Employee IV category starts at \$16.50 per hour and these students are not eligible for the merit wage increase. Contact the Student Employment Office (x5256) or studentemployment@csuchico.edu for procedures regarding the approval of Student Employee IV wages.