

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

Revised

Effective January 1, 2019

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. In cases where a new position has already been filled, indicate such in the application instruction section along with the name(s) and Student Identification Number of the students hired. 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 delivered 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 or special skills	Minimal Job-Related experience		Some job related experience, education, or specialized skills required		Must have specific job related experience, education, or specialized skills	
Complexity of tasks	Routine tasks requiring brief orientation. Requires light, if any physical exertion		Some routine task, but generally assignments are detailed. Jobs may require moderate to heavy physical exertion.		Technical or administrative tasks requiring some interpretation, reasoning or judgment. Work is varied.	
Degree of Supervision	Under direct supervision		Under moderate supervision		Under minimal supervision. May supervise work area in absence of regular supervisor	
Typical tasks	Light typing, filing, general office help, library work, ushering, dish washing, grading objective test material.		Intermediate level typing, grounds work, mail delivery, custodial work, cash register operation, beginning trades work, supervised tutoring		Advanced typing, skilled trades work, reading/grading subjective material, unsupervised tutoring, Class B driving, research assistance, computer operations	
Step	Step 1	Step 2	Step 1	Step 2	Step 1	Step 2
Rates of Pay	\$12.00	\$12.15	\$12.25	\$12.40	\$12.60	\$12.75

Wages assigned above the Student Employee III level require special approval. The pay range for the Student Employee IV category is \$13.00 to \$17.78 per hour. Contact the Student Employment Office (x5256) for procedures regarding the approval of Student Employee IV wages.