

### Guidelines for Use of Flat Amount Payments (RFA, RSF, RGN formerly "BYA")

Job Code	Payroll Title	Appointment Type / Employee Class	Pay Considerations	Campus Practice
4412	AMERICORP MEMBER	Casual/Restricted	UC Student Only. As a best practice, there should be an agreement between the location and third party related to responsibilities regarding these employees. If you are employing student employees that work for third party, you should work closely with campus counsel on obligations related to minimum wage, wage and hours, etc.	For Non-UC students - must use staff classifications that have hourly wage requirements AND a Limited appointment type
4329	STDT ACTIVITIES APPT OFFICIAL	Casual/Restricted	UC Student Only. To be used for students appointed to and serving official time on a Board or Student Activity committee (i.e. Chairperson of the Programming Board, Director of Activities Fairs, Pep Band Director, etc.). They receive nominal payment that is allowed only for services and expenses. <b>Compensation is paid as a flat dollar amount through UCPath additional pay.</b>	Only available to UC Students
9920	STDT VOLUNTEER	Casual/Restricted	UC Student Only. To be used for students who are volunteering but they receive nominal payment that is allowed only for services and expenses: a. Volunteering b. Notetaking for other students through Disabled Students Program  <b>Compensation is paid as a flat dollar amount through UCPath additional pay.</b> Hourly paid student volunteers should be placed into another student title.	Unpaid student volunteers do not need to be put into UCPath unless it is needed for tracking and/or access to certain UC systems are required, in which case they should be set up as a contingent worker. Bringing on unpaid volunteers requires compliance with local campus volunteer guidelines.
4127	RECR PRG INSTR 1	Staff: Limited	<b>Must pay CA minimum wage or higher</b> when divided by hours worked; premium overtime on the Regular Rate of Pay if hours exceed 40/week. Exempt Staff at 100% time cannot earn additional compensation as a Recreation Program Instructor.	Assists in the instruction of non-credited recreational or sports activities, e.g. at Student Recreation Center. May also support Intercollegiate Athletic competitions with activities such as recording statistics by hand or computer, shot clock and scoreboard operation.
4128	RECR PRG INSTR 2	Staff: Limited	<b>Must pay CA minimum wage or higher</b> when divided by hours worked; premium overtime on the Regular Rate of Pay if hours exceed 40/week. Exempt Staff at 100% time cannot earn additional compensation as a Recreation Program Instructor.	Provides instruction in non-credited recreational or sports activities, e.g. at Student Recreation Center. Rate of pay based on class size.
4129	RECR PRG INSTR 3	Staff: Limited	<b>Must pay Career Tracks grade 15 or higher</b> when divided by hours worked; premium overtime on the Regular Rate of Pay if hours exceed 40/week. Exempt Staff at 100% time cannot earn additional compensation as a Recreation Program Instructor.	Provides instruction in non-credited recreational or sports activities, e.g. at the Student Recreation Center, that require specialized or advanced training/certification. Rate of pay based on class size.