Student On-Campus Employment Guidelines

December 2025

Summary

UC Riverside (UCR) supports the employment of its students. Student employment is intended to provide financial support and practical experience in the pursuit of the student's educational goals. Work is secondary to the student's academic and student life.

Student Employee Classifications

These guidelines apply only to student employees in the following classifications:

Working Title	Job Description	Job Code
Student 1	STDT 1	4922
Student 2	STDT 2	4921
Student 3	STDT 3	4920
Student 4	STDT 4	4919
Student 1 Non-UC	STDT 1 Non-UC	4927
Student 2 Non-UC	STDT 2 Non-UC	4923
Student Intern Non-UC	STDT INTERN NON UC	4247
Student Intern HS Non-UC	STDT INTERN HS NON UC	4252
Student Residence Halls	STDT RSDNC HALLS	4944
Student Residence Halls LD	STDT RSDNC HALLS LD	4946
Student Peer Counselor	STDT PEER CNSLR	4938

Student employees in other student classifications (e.g., Teaching Assistant (TA), Reader, Tutor, and Associate In) have terms and conditions outlined in their BX Contract. If you are unsure if your student belongs to a unionized position, please contact your organizational unit Human Resources representative or the Central Human Resources (HR) Employee and Labor Relations (ELR) department or the Academic Personnel Office for confirmation.

A full list of University of California (UC) student employee job classifications and their specifications can be found here. All student classifications available to UCR are located within the Human Resources Management System (HRMS) Job Code Information. Please note that student intern positions have special eligibility requirements and a decision matrix is available for your use. If there is a department business need to obtain titles that are not being used at UCR please contact your organizational unit Human Resources Representative who will work with Central HR Compensation to discuss options.

Types of Student Employment

- The hiring department is responsible for verifying that students are registered for the requisite credit hours (minimum of six (6) units) to be employed in student classifications. Student classifications are reserved for UC registered students except for STDT 1 & 2 Non-UC. The Non-UC classifications are an option when UC students are not available for work and there are non-UC registered students at other universities, colleges, high schools domestically or abroad that are available for work. Hiring UC students is the priority.

- Student employees perform duties ranging from routine to advanced and/or specialized in a variety of positions, which typically require the use of manual, clerical, advising, public contact, and/or analytical skills. Students may perform jobs that appear to be similar to staff jobs, however, they must not perform the full range/scope of work that a staff employee performs.

- The student employee must work under closer supervision. They must **not**:
    - exercise the same level of independence or discretion;
    - perform certain duties or tasks;
    - fully participating in department operational responsibilities have the same level of overall individual responsibility given the sporadic nature of their work schedules;
    - as a staff employee performs.

- The leveling of 1, 2, 3, 4 is used to distinguish a progression in responsibilities, skill level, and independence needed to perform the work. Level 1 positions are typically unskilled in nature, tend to require training, and may allow incumbents time for such activities as studying and reading.

Appointment Types/Eligibility Group (UCPath)

- University of California (UC) Students
    - Casual / Restricted Appointment Type Definition
        - This is an appointment type reserved for a registered undergraduate or graduate student at the University of California.
        - Casual/restricted appointments assist students in gaining work experience and financial support while pursuing their educational objectives. **The number of working hours must take into consideration the student's educational workload**.
        - A casual/restricted appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University.
        - A casual/restricted appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. UCR limits student appointments to less than 20 hours (50%), whenever students are in school.

- Non-University of California Students (Student 1 & 2 Non-UC)
    - Limited Appointment Type Definition
        - An appointment established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 1,000 hours in a period of 12 consecutive months. Limited appointments are most appropriate for short-term work with an expected end date.
        - A limited appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University.
        - A limited appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. When hiring into Student 1 or 2 Non-UC classifications, the number of working hours must consider the student's educational workload. UCR limits student

appointments to less than 20 hours (50%), whenever students are in school.

Job Descriptions

A job description is required to document the assigned responsibilities. The Salary Form Position Description form available on the Human Resources' website may be used; however, use of the form is not required if an alternate format is used.

The determination of the appropriate classification/job code is within the department's discretion and does not require review by Central Human Resources Compensation for classification or level. Current and historical job descriptions are stored/saved within the department or organizational unit where the position is held.

Job Applications

- Student employment applications consist of two documents, the Employment Application and the Supplemental Student Application. The documents can be found on the Human Resources Forms and Documents webpage:
    - Employment Application
    - Supplemental Student Application

- Please note the following:
    - The university has revised employment applications to remove boxes or questions that ask applicants to disclose criminal convictions.
    - To ensure that the UC continues to advance and ensure equal pay rights, California law (AB168 & SB1162) is followed.
    - Bars the university from requesting the pay history of job applicants and restricts the university's use of salary history information, which includes compensation and benefits.
    - If current salary information is voluntarily shared, it should not be relied on to make hiring decisions or set salaries.
    - The budgeted pay scales and/or full salary range must be stated on ALL student job postings.
    - Current student employees may ask for and be given the salary ranges for the classifications of the positions they hold.

- Career Services – Work Study and General Student Employment
    - Jobs that require work-study funding are posted and recruited through the Career Center handshake system.

- The Career Center and Human Resources have joined forces in the development of the new Student On-Campus Employment Program (SOCEP). The Student On-Campus Employment Program (SOCEP) is a student employment program with an objective to increase on-campus student employment for those students not necessarily eligible for work-study.

Compensation - Ranges and Salary Setting

The table below provides the full salary range available for each classification. Student employees must be paid within their classification's salary range.

December 21, 2025 – December 20, 2026, Salary Ranges

Title and Title Code	Min	Mid	Max
STDT 1 (4922)	$16.90	$20.06	$23.23
STDT 2 (4921)	$17.46	$27.27	$37.09
STDT 3 (4920)	$18.54	$29.45	$40.36
STDT 4 (4919)	$19.63	$31.63	$43.63
STDT 1 NON UC (4927)	$16.90	$20.06	$23.23
STDT 2 NON UC (4923)	$17.46	$27.27	$37.09
STDT INTERN NON UC (4247)	$16.90	$26.99	$37.09
STDT INTERN HS NON UC (4252)	$16.90	$26.99	$37.09
STDT RSDNC HALLS (4944)	$16.90	$20.06	$23.23
STDT RSDNC HALLS LD (4946)	$17.46	$27.27	$37.09
STDT PEER CNSLR (4938)	$17.46	$27.27	$37.09

As of January 1, 2026, the State of California minimum wage is $16.90 an hour. However, there is considerable flexibility in assigning the starting pay for students employed in the student jobs. Several factors should be considered to determine starting pay within the salary range. Below are a few examples of additional factors to consider when assessing an appropriate rate of compensation for student employees. Keep in mind that current pay is not a factor in determining pay and paying over the maximum is not allowed under PPSM-30: Compensation policy.

- Related jobs/work experience
    - Prior directly related work experience, on or off campus. Retail and service jobs in the community compete with UC Riverside to hire student employees and may have posted starting hourly rates.

- Complexity for the type and nature of work
    - Office/General: Provide general office support such as greet visitors, file, type and scan documents; enter, update, or maintain spreadsheets/data applications, run reports, assist with research questions and special projects.
    - Library Services: Under supervision, perform routine administrative duties such as file, retrieve and copy materials; sort mail, shelve books, circulation desk duties, and customer services.
    - Transportation: Under supervision, assist visitors at campus information kiosks, serve as event parking attendants and service as traffic control guides.

- Work Conditions (desirable vs less desirable)
    - Customer service work is often subject to fluctuating peak periods, intense periods of high-volume work, and sometimes stressful situations with customers.
    - Complex, analytical work, such as programming, web design, statistical calculations, or research assistance, would typically require prior experience and related course work.
    - Manual labor or outdoors work is often subject to extreme weather conditions, heat, cold, and rain. Physical exertion on a repetitive basis and moving or transporting heavy objects as part of the job duties place special requirements on the position.

- Related Job Family

- Work performed in student jobs may reflect entry-level duties in existing staff classification (UC job families), such as clerical, information technology, food service, and others.
- The minimum pay rates for related job families should be considered when compensating students, particularly as they increase knowledge and understanding of the job responsibilities.

Performance-Based Merit Increase

After the completion of at least two quarters in the department, in which performance has been satisfactory or better (as documented in a performance review), student appointments may receive a within-range merit increase. Once per fiscal year the performance-based merit increases are 3%-5% with a maximum amount of 15% and only given once during a fiscal year. The department along with their organizational unit Human Resource Representative determines an equitable merit increase amount per the organization's practices.

Reclassification with Associated Wage Increase

As the student employee job changes to include more complex job responsibilities (as documented by a revised job description) and performance has been satisfactory or better (as documented in a performance review), student appointments may be reclassified. At this same time the student employee could receive a within-range wage increase. The increases are typically 3% - 5% with a maximum amount of 15%. The department along with their organizational unit Human Resources Representative determines the reclassification and associated wage increase amount per the organization's practices within the classification salary range.

Internal Market Equity Increase

Equity increases are given only once during a fiscal year and are typically 5% with a maximum amount of 15%. The department along with their organizational unit Human Resources Representative determines the equity increase amount per the organization's practices.

Frequently Asked Questions

- **Q1. Is there a policy that limits the number of hours a student may work?**
  - **A1.** University of California Personnel Policies for Staff Member (PPSM)-3: Types of Appointment describes casual/restricted appointments. UCR limits appointments to less than 20 hours (50%), whenever students are in school. The number of working hours must take into consideration the student's educational

workload. Questions related to graduate student employment should be sent to: graddiv@ucr.edu.

- **Q2.Are UC student employees able to continue working after graduation or take a quarter off school?**
  - **A2.** Yes, if there is a business need for the department to retain a UC student employee, they would be able to work up to one quarter after graduation or while taking one quarter off school.

- **Q3. Are student employees covered by a collective bargaining agreement?**
  - **A3.** The terms and conditions of student classifications are governed by the Personnel Policies for Staff Members (PPSM). Note, some academic student classifications are represented by a union (contact your local HR Representative for more information).

- **Q4. Are student employees eligible for vacation and/or sick leave accruals?**
  - **A4.** Vacation accrual eligibility is driven by appointment type, duration and percentage. Student employees (UC students) in a casual/restricted appointment are not eligible for vacation accrual. Sick leave accrual is based on hours on pay status. All Student employee appointment types are eligible for sick leave accrual, but usually do not work enough (at least 50%) to earn accruals. The full vacation and sick policy can be found here.

- **Q5. Are student employees eligible for Jury Duty Leave?**
  - **A5.** Yes, student employees are eligible for Jury Duty Leave. Jury Duty should be paid according to PPSM-2.2.10: Absence from Work for non-exempt employees.

- **Q6. Are non-UC students excluded from the casual/restricted (student employment) appointment type?**
  - **A6.** Yes. Only UC registered students are eligible for the casual/restricted appointment type.

- **Q7. What appointment types should be used for non-UC student employees?**
  - **A7.** The limited appointment type is used for non-UC student employees. Exceptions to this must be submitted to Central HR Compensation for review and approval.

- **Q8. Who should be contacted if there are student classifications that are available at other University of California locations that we'd like to use?**
  - **A8.** Contact your Organizational HR Representative who will research options and next steps with Central HR Compensation.

- **Q9. Where can I find information on Graduate Student Employment?**

- **A9.** Please visit the UCR Graduate Student website for details.

- **Q10. When should a reclassification be considered and who reviews the classifications and job descriptions for approval?**
  - **A10.** A reclassification is usually considered when the responsibilities have grown and/or changed and reflect semi-skilled / skilled work and may be more independent in nature. The department and Organizational HR Representative will review and determine if a reclassification and possible wage increase are appropriate per the organization's practices.

- **Q11. Can a student employee hold more than one student position?**
  - **A11.** Holding more than one student position will require coordination of work hours between both departments to ensure there is consideration of the student's educational workload and working the total hours worked is less than 20 hours per week (50% time).

- **Q12. When a student has more than one student position what should be considered when managing the appointments?**
  - **A12.** Always consider the impact of the Fair Labor Standards Act and contact the appropriate advisor from the list below to consult on the complexities of the appointment.
    - Graduate Division: graddiv@ucr.edu
    - Academic Personnel Office: academicpersonnel@ucr.edu
    - Human Resources Policy: hrpolicy@ucr.edu
    - Human Resources Compensation and Classification: compensation@ucr.edu

UC RIVERSIDE
Human Resources

Appendix: Definitions and References

1. **Casual / Restricted Appointment**: Reserved for a registered undergraduate or graduate student at the University of California. Casual/restricted appointments assist students in gaining work experience and financial support while pursuing their educational objectives. Should be established at less than 50% time and flexibility should be granted in scheduling work for student employees. Appointments may temporarily exceed 50% time during the summer for those periods when a student is not enrolled full-time. A casual/restricted appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A casual/restricted appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.

2. **Exempt**: Salaried employee NOT eligible for overtime pay.

3. **Limited Appointment**: An appointment established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 1,000 hours in a period of 12 consecutive months. Limited appointments are most appropriate for short-term work with an expected end date. A limited appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A limited appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.

4. **Non-Exempt:** Hourly employee eligible for overtime pay.

5. **Non-UC Student**: Registered at another college or university or high school.

6. **Pay Range**: The range of pay from minimum to maximum established for a salary grade/classification.

7. **Pay Scale**: Salary or hourly wage range that the University reasonably expects to pay for the position in accordance with local procedures. This is often referred to as the budgeted pay scale.

8. **PSS**: Professional and Support Staff. A personnel program.

9. **UC Student**: Registered University of California undergraduate or graduate

References

Office	Information
Academic Personnel Office (APO)	Academic Personnel Office
Graduate Division	Graduate Division
Human Resources (HR)	Human Resources
Personnel Policies for Staff Members (PPSM)	Policy at UCR
University of California Riverside (UCR)	University of California, Riverside