

Student On-Campus Employment Guidelines

UC Riverside supports the employment of its students. The student on-campus employment program can serve to offset a portion of the increasing financial burden of rising tuition costs. It also provides practical and enriching experience and a future base of applicants for UC Riverside's staff recruitment needs.

Please note that these guidelines apply only to student workers in the Student 1 (title code 4922) and Student 2 (title code 4921) title codes. Student employees assigned to any other title code may have terms and conditions of their employment detailed in a collective bargaining agreement. If you are unsure if your student belongs to a unionized position, please contact Employee and Labor Relations for confirmation.

Types of Student Employment

Student 1 and Student 2 titles are reserved for UC student employees. Student Assistants 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. These two titles are characterized by the generally temporary nature of appointments, the absence of continuing responsibility for the work performed, and a diversity of duties, which may be assigned. Student employment is intended to provide financial support and practical experience in the pursuit of the student's educational goals.

Use of Student Appointments

Student 1 (title code 4922) and Student 2 (title code 4921) titles are used exclusively for UC student employees. UC students are defined as registered students working toward an undergraduate or graduate degree*. UC students may continue an existing appointment for a maximum of one quarter after graduation based on the business needs of the department. Student 1 and Student 2 title codes should be established as a casual- restricted appointment type.

Casual-restricted appointments should be established at less than 50% time. Appointments may temporarily exceed 50% time during the summer for those periods when a student is not enrolled full-time. However, if this occurs the student may be eligible to earn holiday pay and sick leave accrual. To ensure that the student maintains his/her educational goals as the foremost priority, the appointment percentage should remain below 50% and flexibility should be granted in scheduling work for student employees.

*Does not include University Extension (UNEX) students (refer to Frequently Asked Questions).

Job Descriptions

A job description should document the assigned responsibilities. The job 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/title code is within the discretion of the department. It does not require review by Human Resources. Sample job descriptions, including suggested hiring salary ranges, are available for reference online at: <http://careers.ucr.edu/employerTools/Pages/SOCCEP.aspx>.

Job Applications

Effective November 1, 2017, 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](#) or by clicking on the following links:

- [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.
- Effective January 1, 2018, California law A.B.168 restricts the university's use of salary history information, which includes compensation and benefits, and bars the university from requesting the pay history of job applicants.

Compensation and Performance Based Increases

Effective January 1, 2018, the minimum starting pay for the Student 1 title is \$11.00 per hour, equal to the minimum wage for the State of California. The Student 2's minimum starting point is \$11.50 per hour. The table below provides the full salary range available for each of the Assistant titles.

Salary Range	Minimum	1st Quartile	Midpoint	Maximum
Student 1 Title Code 4922	\$11.00/hr.	\$12.25/hr.	\$13.50/hr.	\$16.00/hr.
Student 2 Title Code 4921	\$11.50/hr.	\$16.50/hr.	\$21.50/hr.	\$31.50/hr.

There is considerable flexibility in assigning the starting pay for students employed in the Assistant titles. The minimum of the salary range should not be used as the starting point for compensation, without consideration of other factors. The following factors should be considered in assessing an appropriate rate of compensation for student employees.

- 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, shelf books, circulation desk duties, and customer service.
- Transportation: Under supervision, assist visitors at campus Information Kiosks, serve as event parking attendants and service as traffic control guides.
- Work Conditions
 - 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 coursework.
 - Work that is manual labor or outdoors 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 that is performed in the Student 1 and Student 2 titles may reflect entry level duties in existing UC job families, such as clerical, information technology, foodservice, and others.
 - The minimum pay rates for related job families should be taken into consideration when compensating students, particularly as they increase in knowledge and understanding of the job responsibilities.
- Related jobs in the community
 - Retail and service jobs in the community compete with UC Riverside to hire student employees. Prior work experience, on or off campus, should be taken into consideration.

Merit Increase

After the completion of at least two quarters in the department, in which performance has been satisfactory or better, casual-restricted appointments may receive a within-range merit increase of up to \$.75 per hour once during a fiscal year. The department determines the merit increase amount. A written performance evaluation must be completed by the supervisor.

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.

Q2. Are students covered by a collective bargaining agreement?

A2. While there are some academic student represented titles, student assistants are non-represented, non-exempt employees who are not represented by a union. For the purpose of these guidelines, student 1 and 2 are covered by PPSM.

Q3. Are student assistants eligible for sick and vacation leave accruals?

A3. Vacation accrual eligibility is driven by appointment duration and percentage, and not by appointment type. Student assistants are eligible for sick and vacation leave accrual, but usually do not work enough (at least 50%) to earn accruals.

Q4. Are student assistants eligible for Jury Duty Leave?

A4. Yes, student assistants are eligible for [Jury Duty Leave](#). Jury Duty should be paid according to PPSM-2.2.10: Absence from Work for non-exempt employees.

Q5. Are University Extension (UNEX) students excluded from casual/restricted (student employment) appointments.

A5. Yes. UNEX students should not be hired into a casual/restricted appointment if they are not registered as a UCR student and working toward an undergraduate or graduate degree.

Exception: If a student has dual enrollment (UCR & UNEX), an exception may be allowed.