

HUMBOLDT STATE UNIVERSITY

Facilities Management

707 826-3646 | PHONE
707 826-5888 | FAX
facilitymgmt@humboldt.edu | EMAIL
707 826-4475 | ALT

Policy No: 006-131127

Title: Student Assistant Wages & In-Range Progressions

The following policy shall be utilized by Facilities Management for retaining and promoting student assistants:

- Student Assistant positions shall be classified in appropriate level for the position offered based on classification levels established by Human Resources. Questions regarding a position and the appropriate classification level shall be directed to the Department's designated Timekeeper who will consult with Human Resources.
- Job announcements shall advertise student assistant positions at the minimum wage level for the classification unless otherwise approved by the Associate Vice President.
- Appointments for such positions shall also be at the minimum wage level for the classification unless otherwise approved by the Associate Vice President.
- Student Assistants shall be eligible for a maximum 3% wage increase for every 540 hours worked but no more than one wage increase per year. After such period, a manager may recommend a wage increase which shall be reviewed, approved, denied or modified by the Associate Vice President.
- Student Assistants who are re-classified into a position with a higher classification level shall automatically have their salary increased to the minimum wage level for the classification or receive a 3% wage increase, whichever is greater.

REFERENCES

- Human Resources Student Employment Classification Levels
- Human Resources Student Employment Salary Range