



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
**ADMINISTRATIVE MANUAL**

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# Student Assistant Classification and Pay Plan

Policy 115

## 1.0 PURPOSE:

To establish procedures for personal retention, evaluation, and promotion related to Student Assistants

## 2.0 REFERENCES:

- A.S.I. Administrative Manual Policy 102
- A.S.I. Administrative Manual Policy 104
- A.S.I. Administrative Manual Policy 106
- A.S.I. Administrative Manual Policy 109
- A.S.I. Administrative Manual Policy 110

## 3.0 POLICY:

There are several levels of employee classifications, which are based on a combination of job responsibilities, experience, training, and/or demonstrated ability of skills. Students are employed on a part-time basis (maximum 20 hours weekly); paid hourly; and are assigned to clerical, technical, or maintenance assignments related to the instructional or administrative functions of the campus. Student staff may be supervised by a professional staff member or A.S.I. Executive Officer, and are hired on a temporary or limited basis.

3.1 Hours of Employment. When school is in session, student assistants may work up to, but not in excess of, 20 hours per week. Any requests for exceptions shall be submitted in writing to the direct supervisor, with copies sent to the A.S.I. Executive Director for approval.

3.1.1 Requests to work 21-40 hours per week when classes are in session shall be approved in advance.

3.1.2 During semester breaks, Student Assistants may work additional hours (maximum 40 hours per week) when approved in advance by the A.S.I. Executive Director.

3.2 Salary Policy. The pay rate within the salary range for an individual employee is determined by comparing the duties and tasks assigned to



the classification standards. The pay rate within the salary range for the appropriate classification should be determined as follows:

- 3.2.1 Upon initial employment, consideration should be given to the employee's experience level and the corresponding pay rates of other student employees doing similar work.
- 3.2.2 In order to encourage continuing employment for Student Assistants, the supervisor may recommend, and the A.S.I. Executive Director may approve, salary adjustments (increases). Student Assistants may be rewarded for outstanding performance, as indicated on the Student Assistant Performance Appraisal, which is completed before an increase is recommended.

### 3.3 Pay Rates

Position	Step 1	Step 2	Step 3	Step 4
Level I	Minimum Wage *	Step 1 + \$0.50	Step 2 + \$0.50	Step 3 + \$0.50
Level II	Level I + \$0.50	Step 1 + \$0.50	Step 2 + \$0.50	Step 3 + \$0.50
Level III	Level II + \$0.50	Step 1 + \$0.50	Step 2 + \$0.50	Step 3 + \$0.50
Level IV	Level III + \$0.50	Step 1 + \$0.50	Step 2 + \$0.50	Step 3 + \$0.50

*\*Note: Minimum Wage is determined by State Law.*

### 3.4 Classification

#### 3.4.1 Student Assistant – Level I

##### Administrative Services Assistant

- 3.4.1.1 Qualifications: Prior work related experience
- 3.4.1.2 Characteristics of Position:
  - 3.4.1.2.1 Complexity of Tasks - Routine
  - 3.4.1.2.2 Degree of Supervision - Close Supervision
  - 3.4.1.2.3 Supervision of Others - Normally none
- 3.4.1.3 Description: Positions are generally unskilled. Jobs are learned easily. Work requires little or no independent judgment, problem-solving, decision making, or recommendations. Subject matter is normally non-technical and can be performed by any student with entry-level skills. Activities are routine, simple, and learned after brief orientation.



3.4.1.4 Typical Duties: Performs customer service, answers general information questions, answers telephones, operates fax and/or copy machine, sorts and files mail, directs traffic according to instructions, movie tickets sales, locker and laptops rentals, etc.

### 3.4.2 Student Assistant – Level II

#### **Student Program Advisor Administrative Services Assistant II**

3.4.2.1 Qualifications: Prior work related experience **with minimal supervision**

3.4.2.2 Characteristics of Position:

3.4.2.2.1 Complexity of Tasks - Routine to Semi-Complex

3.4.2.2.2 Degree of Supervision - General

3.4.2.2.3 Supervision of others - Little to none

3.4.2.3 Description: Nature of work is semi-skilled and generally routine, however, requires some prior experience, training, and knowledge. Positions involve some independent responsibility, decision making, problem solving, and judgment. Training is under one month, primarily refining existing skills.

3.4.2.4 Typical Duties: **Public relations and promotional activities, program organization and coordination. Compiles data and complete analysis for special projects. Assists in coordinating special events and staff development training programs. Performs same duties of Student Assistant I position.**

### 3.4.3 Student Assistant – Level III

#### **Executive Assistant to the ASI President Assistant to the Office Manager Graphic Designers**

3.4.3.1 Qualifications: Substantial prior and related work experience

3.4.3.2 Characteristics of Position:

3.4.3.2.1 Complexity of Tasks - Complex

3.4.3.2.2 Degree of Supervision - Minimal

3.4.3.2.3 Supervision of Others – Minimal but normally none



3.4.3.3 Description: Positions at this level require a **medium** level of skills, technical knowledge and/or education, experience responsibility. Students routinely perform **moderate to** difficult and complex work. Skilled work, usually independent of an immediate supervisor, involving analysis and recommendations. May train other student employees.

3.4.3.4 Typical Duties: Assists in the training and scheduling of Student Assistants. Assists with travel arrangements, schedules appointments, organize meetings, filing, creates graphic logos, formats layout, and designs all media for A.S.I.

### 3.4.4 Student Assistant – Level IV

#### **Executive Assistant to the ASI President Assistant to the Office Manager Graphic Designers**

3.4.4.1 Qualifications: Substantial prior and related work experience **with supervisory experience**

3.4.4.2 Characteristics of Position:

- 3.4.4.2.1 Complexity of Tasks – Complex and technical
- 3.4.4.2.2 Degree of Supervision - Minimal
- 3.4.4.2.3 Supervision of Others – Minimal **to moderate**

3.4.4.3 Description: Positions at this level require a **high** level of skills, technical knowledge and/or education, experience responsibility. **Students routinely perform challenging and complex, technical work, and trainings.** Skilled work, usually independent of an immediate supervisor, involving analysis and recommendations. **Likely to train** other student employees.

3.4.4.4 Provide onsite coordination of work efforts, including consistently and effectively working with the public and staff. Assist with travel arrangements/claims, inventory, schedules appointments, organize meetings, lead trainings, filing, creates graphic logos, formats layout, and designs all media for A.S.I.

#### 4.0 Definition:

Student Assistant- A matriculated student at Cal State L.A. taking classes either on a full-time or part-time basis. A student who is officially admitted to the



university satisfies matriculation requirements. Students taking classes through Continuing Education and/or Open University are not considered matriculated students.

## 5.0 PROCEDURE

### 5.1 Appraisal pattern

5.1.1 Appraisal after one month of employment, a Performance Appraisal is conducted. Please see policy 104 Personnel - Introductory Period for procedural procedures.

5.1.2 Appraisal every six (6) months after being hired. Performance evaluations are constructed every six (6) months with the possibility of a salary adjustment (increase).

**5121** Salary Adjustment. Upon approval by the immediate Supervisor, Student Assistants are moved to the next highest rate of pay in their designated salary range.

5.1.2.1 Under no circumstances shall an employee be promoted into a lower pay rate than his/her current rate

5.1.2.2 University-Student Union Business Office, the A.S.I. contracted payroll/personnel service, does not automatically process salary adjustments. The employee's supervisor shall initiate the salary adjustment, and upon approval of the A.S.I. Executive Director, send a payroll change notice to the University-Student Union Business Office.

5.1.2.3 Absolute Rate. When Student Assistants reach **Step 4**, they are no longer eligible for salary adjustments **unless additional responsibilities justify movement to the next level. The ASI Executive Director must approve additional responsibilities and movement to another level in advance.** Appraisals are continually conducted for observation, feedback, and evaluation purposes.

5.1.2.4 Costs of Living. Student Assistants are not eligible for cost of living adjustments.

**5122** Supplemental salary adjustment owing to merit. If recommended by the Supervisor, a supplemental salary adjustment may be granted based on merit, in addition to the standard salary adjustment. (For example, a Student Assistant at Rate 1 normally receives a salary adjustment to Rate 2. Thereafter, he/she may receive a supplemental salary



adjustment that moves her salary to Rate 3, if merited by the Supervisor).

