

HUMBOLDT STATE UNIVERSITY

STUDENT EMPLOYMENT – SALARY RANGES

There are three separate salary ranges that correspond to the three levels of student employee assignments. Each salary range has a minimum, midpoint and maximum rate. All students assigned to a given class must be paid between the minimum and maximum rate for that class. Student employees cannot receive rates that exceed those listed on the salary range for their designated classification. New student employees are those who are appointed to positions for the first time. Continuing employees are those who have held Student Assistant/Work-Study positions in the previous semester or are returning to a position after summer break.

HOW TO DETERMINE INITIAL PAY RATES FOR NEW STUDENT EMPLOYEES

When appointing a new student employee, the department should first decide whether the duties and responsibilities to be assigned fit in Class I, II, or III. After determining the appropriate level, the department then determines the employee's salary within the salary range for that class level.

New employees should normally be placed between the minimum and the midpoint of the range. To determine the appropriate initial salary placement, the department should consider such things as wages paid to other students for similar work, the student's special skills, and prior work-related experience. Possession of highly specialized skills or other special circumstances may qualify a student for initial placement above the midpoint.

Salary recommendations: Initial appointments normally do not exceed the mid-point of the range.

CLASS I: Under immediate supervision, performs routine tasks which can be learned relatively easily and require only nominal judgment, analytical or decision-making skills. Previous experience, specific, education or specialized skills not required.

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Class I	10.00	11.20	12.35

CLASS II: Under general supervision, performs routine and non-routine tasks which require considerable on-the-job training and/or specialized skills. Frequently jobs at this level require discretion in judgment and decision-making. Previous experience, education or specialized skills may be required to perform these higher level jobs.

Class II	10.40	12.80	15.15
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CLASS III: Under general supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees.

Class III	10.80	14.30	17.78 ¹
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Note: All minimums and midpoints are rounded to the nearest \$.05.

¹ CSU maximum