

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.

Types of Student Employment

Student 1 (title code 4922) and Student 2 (title code 4921) 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. 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. If appointments temporarily exceed 50% time (i.e., summer quarter), 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.

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>.

Compensation and Performance Based Increases

Effective January 1, 2017, the minimum starting pay for the Student 1 title is \$10.50 per hour, equal to the minimum wage for the State of California. The Student 2's minimum starting point is \$11.00 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	\$10.50/hr.	\$11.75/hr.	\$13.00/hr.	\$15.50/hr.
Student 2 Title Code 4921	\$11.00/hr.	\$16.00/hr.	\$21.00/hr.	\$31.00/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
 - 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.
 - 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.
- 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.