

## Student Employment Guidelines (UC and Non-UC) – **Revised January 2017**

	Employment Scenario	Appropriate Titles	Appointment Type	Benefits Eligibility
1.	<p><b>UCSB Undergraduate Students (incoming, current, on-break, or newly graduated):</b></p> <ul style="list-style-type: none"> <li>a. Currently registered (min of 6 units)</li> <li>b. Taking <u>one</u> quarter off with intent to return</li> <li>c. Working during summer and planning to re-enroll in fall</li> <li>d. Just graduated and staying on for <u>one</u> quarter in an existing position to finish up projects or help with transition/training of new student employees</li> <li>e. Just graduated and working in a student summer program position in Conference Services, Recreation, Family Vacation Center, etc.</li> <li>f. Incoming student starting school in upcoming quarter and working during quarter prior to starting school</li> </ul>	4922 Stdt Ast 1 – ST grade 1	Casual Restricted (appt type 4)	Group B (see page 6 for definitions of Benefits Groups)
2.	<p><b>Non-UCSB Students</b> (performing duties normally reserved for student assistants):</p> <ul style="list-style-type: none"> <li>a. <u>1st Priority</u>: Student from another college or university (domestic or international) here for <u>one</u> quarter only</li> <li>b. <u>2nd Priority</u>: High school student working for <u>one</u> quarter (HS interns should be hired into Student Intern title – see pg 4)</li> <li>c. Student from a special needs school (i.e. PathPoint, UCP Work Inc., etc)</li> </ul> <p><b><i>--Note: Job Descriptions must be submitted to HR for review and approval.</i></b></p> <p><i>-- All minors under 18 years of age employed in the State of California hired as an employee (and not as a trainee or intern) must have a permit to work regardless if school is in session, unless the minor has a high school diploma or a GED.</i></p>	4927 Stdt Ast Non UC 1 - ST grade 1	Limited (appt type 3) (subject to 1000 hour rules under PPSM 3)	Group A (see page 6 for definitions of Benefits Groups)

	Employment Scenario	Appropriate Titles	Appointment Type	Benefits Eligibility
3.	<p><b>UCSB Graduate Students:</b></p> <p>a. <u>New Matriculating Students:</u></p> <ol style="list-style-type: none"> <li>1. Currently registered (min of 8 units)</li> <li>2. Enrolled in summer session</li> <li>3. Registered for Fall, but prior to start of quarter, doing work in summer that will continue into Fall student work</li> </ol>	<p>Graduate Student Researcher (exempt), Teaching Assistant, Associate, Reader, or Remedial Tutor</p> <p>-or-</p> <p>4922 Stdt Ast 1 – ST grade 1</p>	<p>Academic (appt type 5)</p> <p>Casual Restricted (appt type 4)</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Same as above</p>
	<ol style="list-style-type: none"> <li>4. Not registered yet for Fall and not enrolled in summer session <i>-May <u>not</u> be employed in academic or student assistant titles.</i></li> </ol>	<p>Regular staff title such as: Staff Res Assoc, Lab Asst, etc.</p>	<p>Limited (appt type 3)</p>	<p>Group A (see page 6 for definitions of Benefits Groups)</p>
	<p>b. <u>Continuing Students in Summer:</u></p> <ol style="list-style-type: none"> <li>1. Enrolled in spring and intends to enroll in Fall, or has an open degree objective in summer (e.g. still holds student status)</li> <li>2. If student is on Leave of Absence in Spring, but wishes to work in Summer as a student, they must enroll in summer or register for units in Fall quarter</li> </ol>	<p>Graduate Student Researcher (exempt), Teaching Assistant, Associate, Reader, or Remedial Tutor</p> <p>-or-</p> <p>4922 Stdt Ast 1 – ST grade 1</p>	<p>Academic (appt type 5)</p> <p>Casual Restricted (appt type 4)</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Same as above</p>
	<p>c. <u>Filing-Fee Leave Quarter:</u></p> <ol style="list-style-type: none"> <li>1. Not a registered student any longer <i>-May <u>not</u> be employed in an academic student title</i> <i>-May <u>not</u> be employed to perform research work that may contribute to the educational objectives of personal degree program</i> <i>-May continue a pre-existing Student Asst title, by exception for <u>one</u> quarter only, but may not start a new student assistant position</i> <i>-If a student doesn't finish after filing fee leave, they would have to re-enroll in order to be eligible to work in a student position again</i></li> </ol>	<p>Regular staff or Academic title such as: SRA, Lab Asst, Specialist, etc.</p> <p>-or-</p> <p>4922 Stdt Ast 1 – ST grade 1</p>	<p>Limited or Career</p> <p>Casual Restricted (appt type 4)</p>	<p>Group A (see page 6 for definitions of Benefits Groups)</p> <p>Group B (see page 6 for definitions of Benefits Groups)</p>

	Employment Scenario	Appropriate Titles	Appointment Type	Benefits Eligibility
	<p><b>(UCSB Graduate Students Continued)</b></p> <p>d. <u>June Finish – Filing Delayed to End of Summer</u></p> <p>1. Still a registered student  <i>-If June finish date, can delay filing until end of summer and maintain student status during summer quarter - However, new appointments may not be added.</i></p>	<p>Graduate Student Researcher (exempt), Teaching Assistant, Associate, Reader, or Remedial Tutor            -or-            4922 Stdt Ast 1 – ST grade 1</p>	<p>Academic (appt type 5)</p> <p>Casual Restricted (appt type 4)</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Same as above</p>
	<p>e. <u>Post-degree:</u></p> <p>1. No longer registered and degree awarded  <i>-May <u>not</u> hold an academic student title</i>  <i>-Eligible to work as a regular staff or non-student academic employee</i>  <i>-May continue a pre-existing Student Asst title, by exception for <u>one</u> quarter only immediately following completion of degree, but may not start a new student assistant position</i></p>	<p>Regular staff title (i.e. Staff Res Assoc, Lab Asst, etc.)            -or-            4922 Stdt Ast 1 – ST grade 1</p>	<p>Limited or Career</p> <p>Casual Restricted (appt type 4)</p>	<p>Group A (see page 6 for definitions of Benefits Groups)</p> <p>Group B (see page 6 for definitions of Benefits Groups)</p>
	Other Student Employment Scenarios	Appropriate Titles	Appointment Type	Benefits Eligibility
4.	<p><u>Student Aid Outside Agency (Financial Aid dept only)</u> – Registered, work-study students working for an eligible outside agency (usually non-profit), which in turn reimburses the University for their portion of the work-study program.</p>	<p>4000 Student Aid Outside Agency (REG)</p>	<p>Casual Restricted (appt type 4)</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p>
5.	<p><u>Appointed Student Officials</u> – Registered students elected to and serving official time on a Board or Student Activity committee (ie. Chairperson of the Programming Board, Director of Activities Fairs, Pep Band Director, etc.). Compensation must comply with minimum wage regulations.</p>	<p>4329 Appointed Official, Student Activities (BYA or REG)</p>	<p>Casual Restricted (appt type 4)</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p>

	Other Student Employment Scenarios	Appropriate Titles	Appointment Type	Benefits Eligibility
6.	<u>Student Notetakers (Disabled Students Program only)</u> – Registered students who volunteer to provide lecture notes for the Disabled Students Program. Nominal payment allowed only for services and expenses (guidelines from UCOP pending final approval).	9920 Student Volunteer (BYA)	Casual Restricted (appt type 4)	None
7.	<u>Resident Assistant (Housing only)</u> – Live-in Resident Assistants who work daily with students on an individual or group basis in a residence unit. Compensation may include a stipend plus room and board.	4126 Resident Assistant (BYA)	Casual Restricted (appt type 4) –or-  Limited Appt (appt type 3)	Group B (see page 6 for definitions of Benefits Groups)  Same as above
8.	<u>Student Intern</u> – Paid or unpaid internship positions for any university, college or HS students. Internship positions are for students who primarily receive training for their own educational benefit. <i>-Paid internships must meet minimum wage requirements</i> <i>-Unpaid internships must meet all six of the Dept of Labor (DOL) internship criteria (see criteria at <a href="http://www.dol.gov/whd/regs/compliance/whdfs71.pdf">http://www.dol.gov/whd/regs/compliance/whdfs71.pdf</a> )</i> <i>-Unpaid internships should not be entered into PPS.</i> <i>-Internships for <u>foreign undergraduate students</u> visiting UCSB, eligible under the new J-1 category of Student Intern, can be paid so long as the internship is primarily for the educational benefit of the student, not the employer</i> <b>--Note: Job Descriptions must be submitted to HR for review and approval.</b>	4740 Student Intern (REG)	Casual Restricted (appt type 4) for registered students  –or-  Limited Appt (appt type 3) for non-UCSB students	Group B (see page 6 for definitions of Benefits Groups)  Group A (see page 6 for definitions of Benefits Groups)
9.	<u>Student Separations:</u> <b>1. UCSB Student in Approved Student Title Codes:</b> When separating a UCSB student employee the only separation reason codes* that should be used are: CD – Termination of Casual/Restricted Appointment –or- CE – Graduation/No longer enrolled as a student <b>2. Non-UC Student Employees:</b> Use code AK – Other <i>*IA may appear as a separation reason, but that is a system code indicating that the student employee has been inactive for four (4) months and should be separated using the codes above.</i>		Casual Restricted (appt type 4)          Limited (appt type 3)	n/a          n/a

## STUDENT EMPLOYMENT TITLES

### NON-ACADEMIC STUDENT TITLES:

TITLE CODE	NON-ACADEMIC STUDENT TITLES	APPT TYPE	SALARY GRADE*	SALARY RANGE PER HOUR (EFF 1-1-17)
4000	STDT AID OUTSIDE AGENCY	CASUAL RESTRICTED – APPT TYPE 4	ST GRADE 1	\$10.50-35.00
4126	RSDT AST	CASUAL RESTRICTED – APPT TYPE 4 –OR- LIMITED - APPT TYPE 3	N/A	BYA**
4329	STDT ACTIVITIES APPT OFFICIAL	CASUAL RESTRICTED – APPT TYPE 4	N/A	\$10.50-35.00
4740	STDT INTERN	CASUAL RESTRICTED – APPT TYPE 4 –OR- LIMITED - APPT TYPE 3	ST GRADE 1	\$10.50-35.00
4922	STDT AST 1	CASUAL RESTRICTED – APPT TYPE 4	ST GRADE 1	\$10.50-35.00
4927	STDT 1 NON UC	LIMITED - APPT TYPE 3	ST GRADE 1	\$10.50-35.00***
9920	STDT VOLUNTEER	CASUAL RESTRICTED – APPT TYPE 4	N/A	BYA “Nominal Pymt”

\*Salary grades should be entered into PPS in the Salary Grade Field as a single digit (i.e., 1, 2, or 3).

\*\*BYA: HR recommends an hourly pay range no less than \$10.50/hr and no higher than \$35/hr.

\*\*\*If a non-UC student employee is appointed at 50% time or more in a limited appointment, they are eligible to earn a minimum of \$14.00/hr, effective 10/1/16, per the new UC Fair Wage/Fair Work Program of 2015. Casual restricted student appointments are not affected by this program.

### ACADEMIC STUDENT TITLES:

TITLE CODE	ACADEMIC STUDENT TITLES
3266	GSR-NO REM
3276	GSR-PARTIAL FEE REM
3284	GSR-TUIT & FEE REM
2310	TEACHG ASST-GSHIP
1506	ASSOC IN _____ -AY-1/9-GSHIP
2850	READER-GSHIP
2851	READER-NON-GSHIP
2288	REMD TUT I-GSHIP
2280	REMD TUT I-NON-GSHIP
2289	REMD TUT II-GSHIP
2290	REMD TUT II-NON-GSHIP

Academic Salary Scales can be found at:  
<https://ap.ucsb.edu/compensation.and.benefits/>

## BENEFITS INFORMATION

### BENEFITS ELIGIBILITY:

BENEFITS GROUP	BENEFITS DESCRIPTION
A	Core (if appointment =>43.75% for any duration of time) = minimum of 17.5 average hours of service weekly, measured after each standard measurement period. May meet eligibility for other level of benefits. Refer to the <a href="#">Benefits Eligibility</a> section of the HR website for additional information.
B	Core (if appointment is =>75% for 3 months or more) = minimum of 30 average hours of service weekly, measured after each standard measurement period. Refer to the <a href="#">Benefits Eligibility</a> section of the HR website for additional information.

### *Questions on:*

- Undergraduate student employment: Contact your [Employment or Compensation Analyst](#).
- Non UC student employment: Contact your [Employment or Compensation Analyst](#).
- Graduate student employment: Contact [Academic Personnel](#) or the [Graduate Division](#).

### *Other Resources:*

- Academic Employment: <https://ap.ucsb.edu/employment/academic.student.employee.positions/>
- Academic Salary Tables: <https://ap.ucsb.edu/compensation.and.benefits/>
- Graduate Division Policies & Procedures on Graduate Employment: <http://www.graddiv.ucsb.edu/financial/employment/academic-appointments>
- Title Code System (TCS) for non-academics: <https://tcs.ucop.edu/tcs/jsp/homePage.htm>
- Benefits Eligibility section of the HR website: <http://www.hr.ucsb.edu/benefits/benefits-eligibility>