

Student Employment Guidelines (UC and Non-UC) –January 2020 rev 5/15/2020

	Employment Scenario	Appropriate Titles	Appointment Type	Benefits Eligibility
1.	<p>UCSB Undergraduate Students (incoming, current, on-break, or newly graduated):</p> <ul style="list-style-type: none"> a. Currently registered (min of 6 units) b. Taking <u>one</u> quarter off with intent to return c. Working during summer and planning to re-enroll in fall 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 e. Just graduated and working in a student summer program position in Conference Services, Recreation, Family Vacation Center, etc. f. Incoming student starting school in upcoming quarter and working during quarter prior to starting school <p>Note: Job Descriptions are required and retained by the department. Submission to and review by HR is not required.</p>	4922 Stdt Ast 1 – ST grade 1	Casual Restricted	Group B (see page 6 for definitions of Benefits Groups)
2.	<p>Non-UCSB Students (performing duties normally reserved for student assistants):</p> <ul style="list-style-type: none"> a. <u>1st Priority</u>: Student from another college or university (domestic or international) here for <u>one</u> quarter only 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) c. Student from a special needs school (i.e. PathPoint, UCP Work Inc., etc) <p>Note: Job Descriptions must be submitted to HR for review and approval.</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 (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>UCSB Graduate Students:</p> <p><i>Note: Job Descriptions are required for Casual Restricted Graduate Students and retained by the department. Submission to and review by HR is not required.</i></p> <p>a. <u>New Matriculating Students:</u></p> <ol style="list-style-type: none"> 1. Currently registered (min of 8 units) 2. Enrolled in summer session 3. Registered for Fall, but prior to start of quarter, doing work in summer that will continue into Fall student work 	<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</p> <p>Casual Restricted</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Same as above</p>
	<ol style="list-style-type: none"> 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> 	<p>Regular staff title such as: Staff Res Assoc, Lab Asst, etc.</p>	<p>Limited</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"> 1. Enrolled in spring and has an open degree objective in summer (e.g. still holds student status) 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 	<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</p> <p>Casual Restricted</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Same as above</p>
	<p>c. <u>Filing-Fee Leave Academic Quarter*:</u></p> <ol style="list-style-type: none"> 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> <i>*Excludes Summer Filing-Fee Leave</i> 	<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</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>d. <u>Post-degree:</u></p> <p>1. No longer registered and degree awarded</p> <p>-May <u>not</u> hold an academic student title</p> <p>-Eligible to work as a regular staff or non-student academic employee</p> <p>-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</p>	<p>Regular staff title (i.e. Staff Res Assoc, Lab Asst, etc.)</p> <p>-or-</p> <p>4922 Stdt Ast 1 – ST grade 1</p>	<p>Limited or Career</p> <p>Casual Restricted</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>Note: Job Descriptions are not required for these positions.</p>	4000 Student Aid Outside Agency (REG)	Casual Restricted	Group B (see page 6 for definitions of Benefits Groups)
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>Note: Job Descriptions are required and retained by the department. Submission to and review by HR is not required.</p>	4329 Appointed Official, Student Activities (BYA or REG)	Casual Restricted	Group B (see page 6 for definitions of Benefits Groups)
6.	<p><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 available).</p> <p>Note: Job Descriptions are not required for these positions.</p>	9920 Student Volunteer (BYA)	Casual Restricted	None

	Other Student Employment Scenarios	Appropriate Titles	Appointment Type	Benefits Eligibility
7.	<p><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.</p> <p>Note: Job Descriptions are required and retained by the department. Submission to and review by HR is not required.</p>	4126 Resident Assistant (BYA)	<p>Casual Restricted</p> <p>Limited Appt</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Same as above</p>
8.	<p><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.</p> <p>-<u>Paid</u> internships must meet minimum wage requirements</p> <p>-<u>Unpaid</u> internships must meet all seven of the Dept of Labor (DOL) internship criteria (see criteria at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf)</p> <p>-Internships for <u>foreign undergraduate students</u> visiting UCSB under a J-1 Visa: (1) must be primarily for the educational benefit of the student, not the employer; (2) must be a minimum of 32 hours per week (80% time); and (3) can be paid or unpaid.</p> <p>Note: Job Descriptions must be submitted to HR for review and approval.</p>	4740 Student Intern (REG)	<p>Casual Restricted (for registered students)</p> <p>–or–</p> <p>Limited Appt (for non- UCSB students)</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Group A (see page 6 for definitions of Benefits Groups)</p>

STUDENT EMPLOYMENT TITLES

NON-ACADEMIC STUDENT TITLES:

TITLE CODE	NON-ACADEMIC STUDENT TITLES	APPT TYPE	SALARY PLAN	SALARY GRADE*	SALARY RANGE PER HOUR (EFF 1-1-19)
4000	STDT AID OUTSIDE AGENCY	CASUAL RESTRICTED	BYA	BYA	BYA*
4126	RSDT AST	CASUAL RESTRICTED	BYA	BYA	BYA*
4329	STDT ACTIVITIES APPT OFFICIAL	CASUAL RESTRICTED	BYA	BYA	BYA*
4740	STDT INTERN	CASUAL RESTRICTED –OR- LIMITED	STSB	ST GRADE 1	\$13.00-40.00**
4922	STDT AST 1	CASUAL RESTRICTED	STSB	ST GRADE 1	\$13.00-40.00
4927	STDT 1 NON UC	LIMITED	STSB	ST GRADE 1	\$13.00-40.00**
9920	STDT VOLUNTEER	CASUAL RESTRICTED	N/A	N/A	BYA “Nominal Payment”

*BYA: HR recommends an hourly pay rate no less than \$13.00/hr. and no higher than \$40/hr.

**If an employee in the Non-UC Student, or Student Intern (Limited) title is appointed at 50% time or more in a limited appointment, they are eligible to earn a minimum of \$15.00/hr., effective 10/1/17, per the 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	TITLE CODE	ACADEMIC STUDENT TITLES
3266	GSR-NO REM	2851	READER-NON-GSHIP
3284	GSR-TUIT & FEE REM	2280	REMD TUT I-NON-GSHIP
2310	TEACHG ASST-GSHIP	2289	REMD TUT II-GSHIP
1506	ASSOC IN _____-AY-1/9-GSHIP	2290	REMD TUT II-NON-GSHIP
2850	READER-GSHIP		

Academic Salary Scales can be found at:

<https://ap.ucsb.edu/compensation.and.benefits/>

UCPATH INSTRUCTIONS:

HIRING AND TERMINATION STUDENT TITLES
<ol style="list-style-type: none"> 1. Positions: A position in UCPATH is required for all student positions. <i>If the position is new, a Position Request Control Form must be submitted and approved prior to hire. If the student will hold multiple jobs, assure that all FLSA and pay cycle conflicts are resolved.</i> 2. Student Terminations: <ol style="list-style-type: none"> a. If a student employee resigns from their position, the Voluntary Termination Template should be completed with the appropriate Reason Code. b. All other student employee separations should be processed through the Involuntary Termination Template: <ol style="list-style-type: none"> i. For UCSB Students, the Reason Code selected should be “No Longer Student, Appointment Expired, or Never Started Employment.” ii. For Non-UCSB Students, the Reason Code selected should be “Appointment Expired, or Never Started Employment.”

GUIDELINES ON HOURS WORKED:

UNDERGRADUATE STUDENTS	GRADUATE STUDENTS
Undergraduate students are encouraged to work 50% time or less in order to focus on their studies, however they can potentially work up to 100% time.	Graduate Students are permitted to work up to 50% time (an average of 20 hrs/wk); see http://www.graddiv.ucsb.edu/financial/employment/academic-appointments for exceptional approval to work more than 50% time.
<p>Possible Impacts for Students Working 50% or More:</p> <p>FICA Exemption – Students enrolled at 50% time or more are exempt from paying FICA tax, unless they work 80% time or more (32 hrs/wk) where they are required to pay FICA. (Please refer to the Accounting Manual, Appendix III: Student Withholding Procedures for more information.)</p> <p>Benefits Eligibility – Students may become eligible for Core Benefits if they work 75% or more time for 3 months or more. (Please refer to the Benefits Eligibility section of the HR website for more information.)</p> <p>Retirement Benefits – Regardless of time worked or appointment percentage, student titles are not eligible for retirement system benefits.</p> <p>Sick Leave Accruals – Students may become eligible for sick leave accruals if they work 50% in a month or quadri-weekly cycle.</p> <p>Work Study – Departments may require student workers funded by work study to limit their work hours due to the maximum funding allowed per student.</p> <p>Visa Restrictions- International students are restricted to on-campus employment of 50% time during the academic terms- no exceptions. Employment may increase up to 100% during the inter-session breaks (winter break, spring break, and summer). Please refer to http://oiss.sa.ucsb.edu/students/currently-enrolled for additional information.</p>	

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 Benefits Eligibility 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 Benefits Eligibility section of the HR website for additional information.

Questions on:

- Non-Academic-student employment: Contact your [Employment or Compensation Analyst](#).
- Non UC student employment: Contact your [Employment or Compensation Analyst](#).
- Academic student employment: Contact [Academic Personnel](#) or the [Graduate Division](#).
- Position Management for non-academic student positions: Submit a ServiceNow ticket to ucsb.service-now.edu/hr.

Other Resources:

- Academic Employment: <https://ap.ucsb.edu/resources.for.department.analysts/>
- 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>