

Policy Title: Student Employment Levels Compensation Policy			
Version	Effective Date	Approval by	Revision Dates
1.0	09/01/2024	ULV PEC Administration	Initial policy release
Policy Version Table			
2.0			
Summary of Changes: N/A			
3.0			
Summary of Changes: N/A			

1. Purpose

The purpose of this policy is to establish guidelines for student employment level structure and compensation.

This policy outlines specific rules for student hiring titles, specifically removing the option to have “lead” students therefore eliminating the potential for student-on-student supervision.

2. Scope

This policy applies to all student employees hired at the University of La Verne, with Federal Work Study and without Federal Work Study.

3. Eligibility

A Student Employee is any part-time employee who is concurrently enrolled at the University of La Verne, with the primary purpose of achieving a degree. Thus, the employment is interim and temporary in nature and is incidental to the pursuit of an academic program.

In order to qualify as a part of the Student Employment Program, students must meet the following criteria:

1. Be admitted as a regular (degree-seeking) student at University of La Verne.
2. Continue to be enrolled for the appropriate number of credit hours in order to be eligible for continuation of employment in a student position.
3. Meet the employment eligibility as established by USCIS (US. Citizenship and Immigration Services) to work in the United States.

The only exceptions to the above are as follows:

1. Employment during the Winter Break, January Term, and Summer Break periods: Student employees who anticipate continued full-time enrollment at the University of La Verne are eligible to work during these Break periods while not enrolled.
2. Graduated Students:
 - a. The student would no longer be eligible for student employment immediately following the completion of their degree and/or they are no longer enrolled in a degree seeking program.

- b. Students who graduate during the Spring Commencement are eligible to continue their student employment until June 30th the year of their commencement.

4. Student Employee Classifications

Student employees are classified into the following categories:

1. **Federal Work Study (FWS) Student Employee:** Student Employees who have been awarded FWS as a part of their Financial Aid. These employees are paid through funding from FWS and must be enrolled during the term in which they work.
2. **Federal Work Study – Community Service (FWS-CS) Student Employee:** Student Employees who have been awarded FWS as a part of their Financial Aid, and are working in positions deemed to be serving the community at large. These positions can be both on- or off-campus, working under both the auspices of the University of La Verne and an approved Community Partner. These employees are paid through funding from FWS and must be enrolled during the term in which they work.
3. **Non-Federal Work Study (NFWS) Student Employee:** Student Employees working on-campus who are funded through a University department’s own budget.

5. Student Employee Level Structure

Student Assistant/Employee I

Student Assistant/Employee II

- Eligibility for Level II:
 - Must be employed in the same position/role for a minimum of two (2) years at the University of La Verne
 - The PDQ must specify that student employees at Level II are eligible to have more responsibility as well as the ability to train other student employees
 - Training consists specifically of the assigned job duties only. Students at Level II may not be considered “leads”, and they may not have any supervisory responsibilities.

6. Compensation

Student Employee I: CA minimum wage

Student Employee II: 50 cents more than CA minimum wage

7. Specialty Assignments

Special assignments may be eligible for an alternate pay rate. Assignments may include, but are not limited to: DJs, Tutors, Graduate/Research Assistants, specific skill requirements for a position, etc.

Alternate compensation requests require prior approval from the Executive Director of Human Resources/CHRO, and/or the Director of Talent Management & Compensation.

Specialty assignment job descriptions must be reviewed by the Compensation Analyst, and pay rates will be in line with the University’s compensation policy.