

**EDMONDS COMMUNITY COLLEGE
HUMAN RESOURCES**

**STUDENT EMPLOYEES: Institutional (AM0005), International (AM0009),
and Federal Work-Study (FWS) (AP0101)**

Job Classifications/Pay Rate Guidelines

Minimum wage adjusted 01/01/17

In determining which job classification and hourly pay rate to use, consider the type and relative complexity of the work to be performed; level of responsibility to be assigned; background of technical training and/or experience required; and the training, experience, and overall skill level of the student to be employed.

Classification Title

1. **General Assistant:** This includes office assistant (answering phones, reception duties, general typing, and data inquiry/entry), food service, athletic assistant, mail room functions, grounds helper, library/media assistant, child care, custodial, tutor, etc.

Salary placement at the lower end of the range includes duties that are simple, routine to repetitive and can involve a fair degree of responsibility and judgment by the employee. Placement at mid range requires some previous job knowledge or acquired skill or may include more advanced duties than those at the lower end of the range. Placement at the higher end of the range requires a considerable amount of previous job knowledge or skill.

➤ **Pay Range: \$11.00 - \$11.75/hour**

2. **Technical/Advanced Assistant:** This includes positions requiring technical expertise (computer technician, stage technician) or other positions of a non-technical nature that require advanced training, experience or education.

Placement in this category is limited to student employees who are employed in a position directly related to a field of **professional** study in which they are currently enrolled. Duties are complex and involve a substantial degree of responsibility and judgment. May direct or coordinate activities of other student employees. Placement at this level requires training or equivalent experience before hire. For placement at the higher end of this category, duties are highly complex and involve technical training prior to hire. Examples: programmer, computer lab technician, and other positions requiring a high level of technical skill.

➤ **Pay Range: \$11.00 - \$13.25/hour**

State Work Study (SWS) (AP0303) Student Employees

State work Study (SWS) is a state funded financial aid program. Per program rules, SWS wages must be comparable to on-campus civil service wages. These wage rates are set by Human Resources and are determined by comparison of the job Description to the WA Dept. of Personnel position classification tables. Please contact Janette Reilley @ x1774 to determine job classification title and pay rates prior to hiring a SWS Student Employee.

New Hires:

Students hired for employment must make arrangements to visit Human Resources on or before their first day of work to complete federally required paperwork. The student must present appropriate documentation during this visit (many types of documentation will work. The most common documentation includes 1) a passport or 2) the combination of a social security card and a driver's license.)

Placement within a Range:

Students may be placed anywhere within the range (in increments of \$0.25) at the discretion of the department, taking into consideration the duties of the position, the training/experience of the employee and department budget availability.

Periodic Pay Increases:

The supervisor may, at his or her discretion, elect to increase the student employee's hourly wage towards the top of the range; however, the following conditions apply:

- Pay increases may not be more frequent than once per fiscal year.
- The effective date for all pay increases must be on the first day of the pay period (1st of month or 16th of month).
- Pay increases will be at a rate of no more than \$0.50/hour, in increments of \$0.25.
- Pay increases may not conflict with a Legislative pay freeze.
- Pay increases will take into consideration the department's budget availability.

PAF Effective Dates:

The start date and end date of each action must be indicated on all authorizations. **All student authorizations end each year on June 30.** If the department wishes to extend student employment beyond **June 30, authorization must be submitted to payroll via email by the supervisor.**

Holiday and Overtime Pay

Students are not eligible for sick leave, vacation pay, or holiday pay. If job responsibilities require a student to work on days classes are not in session (i.e., advising days, holidays or weekends) **the supervisor should indicate approval under remarks on the timesheet in TLR.** Payment for these days is at the established hourly rate. Student employees are not authorized for overtime employment.

Breaks and Meal Periods

Students must be provided breaks and benefits in line with appropriate state and federal regulations. At minimum, an employee is entitled to one 10-minute [paid] break in every four consecutive hours worked and one 30-minute [non-paid] lunch period in every five consecutive hours worked.