

EMPLOYEE GUIDELINES

UCI's Non-Academic Student Employee Guidelines

OVERVIEW

UCI's student employment program is a means of providing financial support to UC students (regardless of UC location) in pursuit of their education. It also provides practical and enriching work experience.

The information contained in this document is provided to assist campus managers and supervisors who employ non-academic, non-represented UC students in staff functions. The intent of this document is to address issues specific to the employment of students. For all other information regarding employment, please see [Personnel Policies for Staff Members \(PPSM\)](#). For information regarding student employment in academic and research titles, contact the offices of Academic Personnel and the Graduate Division, respectively.

DEFINITION

The terms and conditions of student employee positions are governed by the [Personnel Policies for Staff Members \(PPSM\)](#). Student employees are designated as Professional and Support Staff (PSS) with **Casual Restricted Appointment Type**, if the following conditions are met:

- The employee is registered as at least a half-time undergraduate or graduate student of the University of California which is 6 units/quarter, or intends to be registered as at least a half-time student for the following quarter
- The appointment is temporary
- Work is secondary to the student's academic and student life
- Work schedules are flexible enough to support the academic priorities of the student and therefore the work hours may be irregular

Student employees normally work less than fifty percent time, except for quarter breaks or during the summer, during which time the student may work up to full-time. Students may remain in their student employee positions for one quarter after graduating to finish a project or program. See Tax, Benefits, Retirement and Sick Leave Section regarding impact of working greater than forty nine percent.

Non-Academic Student Titles & Descriptions

Job Code	Payroll Title	Title Description
4919	Student 4	To be used for students performing a variety of duties in support of academic research projects; perform clerical, manual, advising, and/or public contact duties that require the use of specialized skills, and may, in addition, coordinate the work of a group of less experienced student employees.

Job Code	Payroll Title	Title Description
4928	Student Artist or Performer BYA*	To be used for students performing at theatre productions, musical recitals, or similar type work.
4930	Student Clinical	To be used for students working in labs or clinics.
4932	Student Events	To be used for students working as ushers, event staff, or similar type work.
4934	Student Information Technology	To be used for students performing general help-desk duties, web page design/programming, programming, network maintenance, etc.
4936	Student Intramural Sports 1	To be used for students serving as intramural sports coaches, officials, supervisors, scorekeepers, or functioning in similar roles.
4261	Student Intramural Sports 2	To be used for students with certification requirement serving as intramural sports coaches, officials, supervisors, scorekeepers, or functioning in similar roles.
4938	Student Peer Counselor	To be used for students working for a peer counseling program; coaching and advising students, providing academic assistance to other students in an established program.
4940	Student Recreation 1	To be used for students facilitating, teaching, leading recreation activities such as swimming instructors, lifeguards, sports/fitness trainers, exercise assistant/trainer, etc.
4260	Student Recreation 2	To be used for students with certification requirements for facilitating, teaching, and leading recreation activities such as swimming instructors, lifeguards, sports/fitness trainers, exercise assistants/trainers, etc.
4942	Student Researcher	To be used for undergraduate students who are working under supervision of faculty performing research work. Approval from the Graduate Division is required for use by graduate students.
4918	Student Camp Program Offsite (exempt) BYA*	To be used for students that are working at offsite camp, where they are staying with campers overnight. Requires that camp be a separate establishment under DOL Regulations. Use requires HR review and approval.

Job Code	Payroll Title	Title Description
4948	Student Camp Program Onsite (non-exempt)	To be used for students working as camp counselors for on-campus programs.
4740	Student Intern	<p>To be used for UC students who primarily receive training for their own educational benefit. Paid internships must meet minimum wage requirements and payment for hours worked must fall within assigned salary range.</p> <p><i>Unpaid student internships are for UC students who primarily receive training for their own educational benefit and must meet all seven of the Department of Labor (DOL) internship criteria (see criteria at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf)</i></p> <p><i>Unpaid Interns do NOT need to be put into UCPATH unless they need access to certain campus systems, in which case they should be entered as Contingent Workers.</i></p>

*BYA (By Agreement) titles do not have a minimum wage requirement. Student employees in BYA titles are paid a nominal payment (stipend) to cover expenses and incidentals. In the case of a nominal payment, compensation is paid as a flat dollar amount through UCPATH additional pay.

Special Student Titles & Descriptions

Job Code	Payroll Title	Title Description
4000	Student Aid Outside Agency	<p>To be used for students working for an eligible outside agency (usually nonprofit), which in turn reimburses the University for their portion of the work-study program. This is virtually a pay vehicle for the non-profit agencies. If the agency at which the student is working has fewer than 25 employees, their minimum wage may be different from that of UC.</p> <p><i>As a best practice, there should be an agreement between the location and the third party related to responsibilities regarding these employees.</i></p> <p><i>Departments that are employing student employees that work for a third party should work closely with campus counsel on obligations related to minimum wage, wage and hours, etc.</i></p>

Job Code	Payroll Title	Title Description
4329	Appointed Official, Student Activities BYA*	To be used for students appointed to and serving official time on a Board or Student Activity committee (i.e. Chairperson of the Programming Board, Director of Activities Fairs, Pep Band Director, etc.).
4331	Elected Officer, Student Government BYA*	To be used for students elected to and serving official time on a Board or Student Activity committee (i.e. Chairperson of the Programming Board, Director of Activities Fairs, Pep Band Director, etc.).
4944	Student Residence Hall	To be used for students live-in or not live-in housing; who work daily with students on an individual or group basis in a residence unit. <i>For a non-UC student, use a Non-UC Student Title or Resident Advisor 2 (TC 4570)</i>
5287	Student Residence Hall BYA*	To be used for students live-in or not live-in housing; who work daily with students on an individual or group basis in a residence unit. Compensation is paid as a flat dollar amount through UCPath additional pay and reflects deductions for room and board. <i>For a non-UC student, use a Non-UC Student Title or Resident Advisor 2 (TC 4570)</i>
4946	Student Residence Hall Lead	To be used for students live-in or not live-in housing; who work daily with students in a lead capacity on an individual or group basis in a residence unit. <i>For a non-UC student, use a Non-UC Student Title or Resident Advisor 2 (TC 4570)</i>
5286	Student Residence Hall Lead BYA*	To be used for students live-in or not live-in housing; who work daily with students in a lead capacity on an individual or group basis in a residence unit. Compensation is paid as a flat dollar amount through UCPath additional pay and reflects deductions for room and board. <i>For a non-UC student, use a Non-UC Student Title or Resident Advisor 2 (TC 4570)</i>

Job Code	Payroll Title	Title Description
9920	Student Volunteer BYA*	<p>To be used for students who are volunteering and do not receive an hourly wage, however they receive nominal payment for services and expenses. Examples include Earth Day clean up, student clubs that volunteer with local non-profit organizations, notetaking for other students through Disabled Students Program.</p> <p><i>Unpaid student volunteers do NOT need to be put into UCPATH unless access to certain UC systems are required, in which case they should be entered as a Contingent Workers. Bringing on unpaid volunteers requires compliance with volunteer guidelines (PPM 300-13):</i></p> <p>https://ucipolicy.ellucid.com/pman/documents/view/7/?security=f5f3c4de8b3311af3ab08dd2ab72207894b85b20</p>

*BYA (By Agreement) titles do not have a minimum wage requirement. Student employees in BYA titles are paid a nominal payment (stipend) to cover expenses and incidentals. In the case of a nominal payment, compensation is paid as a flat dollar amount through UCPATH additional pay.

COMPENSATION, PERFORMANCE AND TERMINATION

Student Titles

Student positions are found throughout the University. The responsibilities of these positions are as varied as the functions they support. Job duties vary from simple, routine, and repetitive tasks to complex assignments requiring the application of academic and/or technical skill or training. Student positions are assigned to the above referenced titles based on the job duties to be performed.

Job Description

It is recommended that supervisors prepare job descriptions that outline the duties and responsibilities for their student positions. Please note that job descriptions are required for student employees in the work-study student program.

Salary Ranges and Appointment Rates (doesn't apply to BYA appointments)

Each student title is assigned a salary range with a minimum, midpoint and maximum salary rate (salary range minimums are equal to or greater than minimum wage). Students must be paid between the minimum and maximum of the assigned salary range. Students are normally hired at the minimum of the salary range, but with department head approval and in consultation with Human Resources, students may be paid at any rate within the established salary range. Student salaries should be fair and equitable and based on factors such as job duties, experience, skills, abilities and performance without regard to race, color, religion, sex, national origin, age or disability. For student employee salary ranges, go to UCPATH HR Title and Pay located on the lower right hand side of the [Total Rewards Compensation web page](#).

Salary Increases (doesn't apply to BYA appointments)

A salary increase may be granted to student positions at management's discretion. Adjusted rates of pay may not exceed the maximum of the assigned salary range.

Performance Expectations and Feedback

It is recommended that supervisors provide clear directions for assignments and expectations for performance, including attendance and conduct. It is also recommended that supervisors provide performance feedback to their student employees throughout their assignments.

Performance feedback can help student employees identify and label the skills they've developed to better articulate how these skills can be leveraged for future employment opportunities. In particular, discussing what it means for a skill to be transferable, and identifying transferable skills, can be especially useful since many students may not realize how skills can be applied across a variety of industries, jobs and titles. Learn more about [career readiness competencies](#) from your campus career center staff and the National Association of Colleges and Employers.

Termination of Appointments

Under the casual/restricted appointment type, appointments may be ended at any time. It is recommended to give students as much notice as possible that their appointment will be ending. If termination is due to employee performance, supervisors are strongly encouraged to provide performance feedback and explain their decision so that the student may learn from their experience.

POSSIBLE IMPACTS ON TAX, BENEFITS, RETIREMENT AND SICK LEAVE

FICA Tax (Social Security and Medicare)

Student employees are exempt from the University's Deferred Contribution Plan (DCP) (in lieu of social security) and Medicare tax withholding if they are enrolled in a UC at least half-time and hold a casual restricted appointment. This is referred to as the "FICA exemption".

Student employees not enrolled in a UC at least half-time must contribute 7.5% of their earnings to the DCP (in lieu of social security) and 1.45% to Medicare. In addition, UC student employees who exceed 80% time or more in one month are not eligible for the FICA exemption. Non-UC student employees hold limited appointments and are therefore subject to DCP/Medicare withholding.

Health & Welfare Benefits Eligibility

Student employees in casual restricted appointments are eligible for Core Benefits if they work equal to or greater than 75% FTE time for three (3) months or more. Non-UC student employees hold limited appointments and may be eligible for benefits. For more information, go to <https://ucnet.universityofcalifornia.edu/benefits/understanding-your-benefits/eligibility/>.

Retirement Eligibility

Regardless of time worked or appointment percentage, student employees are not eligible for retirement system benefits.

Sick Leave Accrual

Student employees accrue sick leave based on hours on pay status. For more information, go to <https://ucnet.universityofcalifornia.edu/work-life-support/time-off/expansion-of-paid-sick-leave/>

Non-UC Student Employee Titles

For information regarding Non-UC student employee titles, go to [Non-UC Student Employee Guidelines](#).