**STUDENT WORKER JOB CLASSIFICATIONS AND PAY POLICY**

Policy No.: 000

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 **POLICY INFORMATION**

Purpose and Summary

The purpose of this Policy is to help University of Arizona (University) departments determine the appropriate classification and rate of pay for Student Worker positions.

Scope

This Policy applies to all Student Workers~~, except Graduate Assistants/Associates (GA)~~.

This Policy does not apply to Graduate Assistants/Associates (GAs). Requirements specific to GAs can be found in the [GA Manual](http://grad.arizona.edu/funding/ga) and the [GA Workload Policy](https://grad.arizona.edu/funding/gaships/graduate-assistant-and-associate-workload-policy).

Definitions

**Research Supervisor** means a University employee or graduate student who conducts research and oversees the work of an undergraduate Student Worker involved in Undergraduate Research.

**Student Worker** has the same meaning as in [section 100.0 of the Student Employment Manual.](https://policy.arizona.edu/employment-human-resources/eligibility-student-employment)

**Undergraduate Research** means work performed by an undergraduate student that involves creative and scholarly activity that contributes to the collective knowledge of humanity.

Policy

1. **Job Classifications**

Departments are responsible for designating Student Worker positions to the appropriate Student Worker classifications described below. Federal Work-Study (FWS) eligible students are also placed in these Student Worker classifications. Specialized training, certifications, or pre-employment background checks may be required based on the duties of the position.

Graduate students employed in any of the Student Worker classifications in this Policy do not receive Graduate Assistant/Associate benefits such as student health insurance or tuition coverage as a result of this employment.

1. **Student Group B:** Undergraduate and graduate students may be hired into Student Group B. Student Workers in this classification are paid on an hourly basis.
2. Undergraduate students hired into this classification may be required to possess anywhere from little or no previous training or work experience to one to two years of college or one to two years of comparable experience. Preference for a specific area of study may be indicated. Work is performed under close to general supervision. Undergraduates in this classification may lead other Student Workers (undergraduate or graduate).
3. Graduate students hired into this classification may be required to possess anywhere from little or no previous training or work experience to one to two years of college or one to two years of comparable experience. Preference for a specific area of study may be indicated. Work is performed under close to general supervision. Graduate students in this classification may lead other Student Workers (undergraduate or graduate); however, they may not perform research or instructional duties normally associated with a Graduate Assistant/Associate position.
4. **Student Group C:** Qualified upper-level undergraduate and graduate students may be hired into Student Group C. Students Workers in this classification are paid on an hourly basis.

	1. Undergraduate students hired into this classification require extensive training or experience and advanced knowledge at the upper-division undergraduate level or higher, as determined at the discretion of the department, or three to four years of comparable experience. Work is performed under close to general supervision; requires considerable knowledge of a discipline; and entails exercising independent judgment and decision making in the development of new procedures, techniques, systems, or equipment. Licensing or certification by a state agency may be required. Undergraduates in this classification generally lead other Student Workers (undergraduate or graduate).
	2. Graduate students hired into this classification require extensive training or experience and knowledge at the graduate level, or three to four years of comparable experience. Work is performed under close to general supervision; requires considerable knowledge of a discipline; and entails exercising independent judgement and decision making in the development of new procedures, techniques, systems, or equipment. Licensing or certification by a state agency may be required. Graduate students in this classification generally lead other Student Workers (undergraduate or graduate); however, they may not perform research or instructional duties normally associated with a Graduate Assistant/Associate position.
5. **Student Group D:** Only graduate students who perform work similar to Graduate Assistants/Associates, but do not hold a Graduate Assistants/Associate position because they will complete their graduate degree and University enrollment mid-semester, may be hired into Student Group D. Required experience and qualifications are comparable to Graduate Assistant/Associate positions. This classification can ONLY be used if the graduate student is completing their degree mid-semester. This classification cannot be used if the student will be continuing their graduate studies at the University in the subsequent semester.
6. **Undergraduate Research Assistant I:** Only undergraduate students may be hired as Undergraduate Research Assistants I. Students employed in this classification are paid hourly for work supporting research projects led by University of Arizona faculty members or other research personnel. Undergraduate Research Assistants I participate in Undergraduate Research. This classification is not appropriate for students whose job duties solely involve cleaning, materials preparation, and/or other administrative tasks that do not require any emerging understanding of the research question, research methods, data collection, systematic analysis, or presentation of research data or other scholarly research products. Students hired into this classification may be required to possess anywhere from little or no previous training or work experience to one to two years of college or one to two years of comparable experience. Preference for a specific area of study may be indicated. Work is performed under close to general supervision. Undergraduates in this classification may lead other Student Workers (undergraduate or graduate).
7. **Undergraduate Research Assistant II:** Only qualified upper-division undergraduate students may be hired as Undergraduate Research Assistants II. Students employed in this classification are paid on an hourly basis for work supporting research projects led by University faculty members or other research personnel. Undergraduate Research Assistants II participate in Undergraduate Research. This classification is not appropriate for students whose job duties solely involve cleaning, materials preparation, or other administrative tasks that do not require any emerging understanding of the research question, research methods, data collection, systematic analysis, or presentation of research data or other scholarly research products. Students hired into this classification require extensive training or experience and advanced knowledge at the upper-division undergraduate level or higher related to the duties assigned, as determined at the discretion of the department, or three to four years of comparable experience. Work is performed under general supervision; requires considerable knowledge of a discipline; and entails exercising independent judgement and decision-making in the development of new procedures, techniques, systems, or equipment. Licensing or certification by a state agency may be required. Undergraduates in this classification generally lead other Student Workers (undergraduate or graduate).
8. **Student Residence Hall Assistants:** Student Residence Hall Assistants reside in a University residence hall where they work with other residence hall staff to promote a socially, culturally, and educationally enriching experience for students living in residence halls. Student Residence Hall Assistants receive room and board expenses rather than hourly pay. Contact [Residence Life](https://housing.arizona.edu/) for more information.
9. **Student Journalists:**Student journalists serve as reporters, photographers, and copy editors for Arizona Student Media*.* These students are generally paid on a per-piece rate. Contact [Arizona Student Media](http://studentmedia.arizona.edu/) for more information.
10. **Student Advertising Representatives:**Student advertising representatives prospect, sell, maintain, and service display advertising accounts for Arizona Student Media*.*They are paid a base salary plus a productivity-based commission. These unique positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Contact [Arizona Student Media](http://studentmedia.arizona.edu/) for more information.
11. **Compensation**

**Hourly Pay Ranges:**  The University sets hourly pay ranges for Student Worker job classifications that are paid on an hourly basis. The current hourly pay ranges and job codes are set out in the table below. The hourly pay rate for a Student Worker must be at least the minimum of the pay range for the assigned Student Worker classification and commensurate with duties performed. All Student Worker positions are subject to available funds.

**Pay Ranges (Effective 7/1/2023)**

| **Classification** | **Job Code** | **Hourly Pay Range** |
| --- | --- | --- |
| Student Group B | 120473 | $14.50 to $15.50 |
| Student Group C | 120474 | $14.50 to $22.50 |
| Student Group D | 120475 | $25.00.Employing department has the discretion to pay higher hourly rate based on assigned duties and experience.  |
| Undergraduate Research Assistant I | 198632 | $14.50 to $15.50 |
| Undergraduate Research Assistant II | 198633 | $14.50 to $22.50 |

1. **Motor Vehicle Usage**
2. All Student Workers who will operate any vehicle on University business are subject to the [Fleet Safety Policy](https://risk.arizona.edu/fleetsafetypolicy) and must meet minimum driver qualification requirements as outlined in the Fleet Safety Policy and be authorized to drive on University business. All Student Workers who drive on University business must register with [Risk Management Services (RMS)](https://risk.arizona.edu/), have a valid driver’s license for the type of vehicle driven, and have a satisfactory motor vehicle record.
3. Departments are responsible for ensuring that Student Workers who are required to drive on University business complete the driver’s registration process with RMS and any other required driver training before authorizing them to drive. Contact [Risk Management Services](https://risk.arizona.edu/) for more information and driver’s registration.

Compliance and Responsibilities

**Employing departments** are responsible for ensuring that Student Workers meet the qualifications for the job classification into which they are hired.

**Research Supervisors** are responsible for determining whether the work being undertaken by a Student Worker meets the definition of Undergraduate Research for hiring purposes, and for overseeing the research being performed by the Student Worker. A Research Supervisor may also perform the duty of supervisor for the purpose of monitoring and approving Student Worker hours.

Frequently Asked Questions\*

There are no FAQs relevant to this Policy.

Sources\*

There are no sources relevant to this Policy.

Related Information\*

[Allowable Work Hours for Student Workers](https://policy.arizona.edu/employment-human-resources/allowable-work-hours-student-workers)

[Driver Registration](http://risk.arizona.edu/training/defensive-driving)

[Eligibility for Student Employment Policy](https://policy.arizona.edu/employment-human-resources/eligibility-student-employment)

[Fleet Safety](https://risk.arizona.edu/occupational-safety/fleet-safety)

[GA Manual](http://grad.arizona.edu/funding/ga)

[GA Workload Policy](https://grad.arizona.edu/funding/gaships/graduate-assistant-and-associate-workload-policy)

[High Occupancy Vehicle (HOV) Training](https://risk.arizona.edu/training/high-occupancy-vehicles)

Revision History\*

June/2024: this revision includes:

* 1. Revised Scope.
	2. Added defined terms under the Definitions section.
	3. Added new second paragraph under Policy Section I.
	4. Revised language under Policy Section I, paragraphs A – C.
	5. Added undergraduate research assistant classifications under Policy Section I, paragraphs D and E.
	6. Added job codes and pay ranges for undergraduate research assistants under Policy Section II.
	7. Added compliance and responsibilities.
	8. Added GA Workload Policy under the Related Information section.

12/01/2023: Updated responsible unit email address.

06/15/2023: Minimum compensation range for Student Group B, C, and D revised from $13.85 to $14.50 (effective 7/1/2023).

01/17/2023: Minimum compensation range for Student Group B, C, and D revised from $13.00 to $13.85 (effective 1/1/2023). Non-substantive/required change.

03/21/2022: Compensation range revised from $12.80 to $13.00 (effective 1/1/2022). Non-substantive/required change.

01/01/2022: Compensation range revised from $12.15 to $12.80. Non-substantive/required change.

01/01/2013: The former Student Group A was retired.

**\* Please note the Frequently Asked Questions, Sources, Related Information, and Revision History sections are provided solely for the convenience of users and are not part of the official University policy.**