



UNIVERSITY OF
SAN FRANCISCO

Student Employment
Financial Aid Operations and Services
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Student Employee Classification Guidelines

The classification guidelines below are intended to assist you in choosing an appropriate pay rate for student employees dependent on their job duties and required experience. Although we have classified student positions into three levels, please choose a job title relevant to the position (e.g. include department name).

Student Assistant I	\$12.25	\$15.25
Positions at this level are assigned a variety of duties under close. Duties are generally repetitive, clerical and/or manual tasks. Positions involve unskilled or semi-skilled duties ranging from no prior experience and minimal training to some experience and minimal training; and/or a basic skill set, e.g., word-processing, data entry, filing, record keeping, reception, food preparation, and cashiering.		
Student Assistant II	\$14.25	\$17.25
Positions at this level are assigned a variety of skilled duties under supervision; some previous experience and requirements for either a moderate or more advanced level of knowledge of the academic field or the type of work, specialized skills, e.g., data base skills, advanced word-processing skills, advanced laboratory assistant skills; and/or language requirements; and/or license/certification requirements. Positions at this level typically include responsibility for performance of a sequence of interrelated tasks and some routine problem solving.		
Student Assistant III	\$16.25	\$22.50
Positions at this level are assigned a variety of complex duties under direction, ranging in complexity and scope and may require advanced to extensive training, academic coursework or experience, and/or specialized skills and knowledge.		

Student Step Rate Table

Salaries may be assigned in two ways: as a step rate or at a manually specified rate. Assigning step values allows Payroll to efficiently increase student wages across the board (without requiring a new EPAF) when there is a mandated minimum wage increase or other similar call for a global change in the rate of pay. To assign a step rate, key the step value into the "Step" field of the EPAF, leaving the "Regular Rate" field blank. To confirm the student's hourly rate, type the rate in the "Comments" section of the EPAF.

If you must pay your student employee at a rate not listed on this table OR if you do not wish an automatic equivalent increase in pay rate when the minimum wage is increased, enter "0" (zero) in the "Step" field and enter the hourly rate in the "Regular Rate" field. Unless paid minimum wage, employees paid from a grant should not be assigned a step (excluding Federal Work-Study). Please note that opting not to assign a step value means that a new EPAF will be required for any future changes to the student's pay rate. ALL employees paid an hourly rate equal to the minimum wage should be assigned to Step 1.

Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$12.25	15	\$15.75	29	\$19.25
2	\$12.50	16	\$16.00	30	\$19.50
3	\$12.75	17	\$16.25	31	\$19.75
4	\$13.00	18	\$16.50	32	\$20.00
5	\$13.25	19	\$16.75	33	\$20.25
6	\$13.50	20	\$17.00	34	\$20.50
7	\$13.75	21	\$17.25	35	\$20.75
8	\$14.00	22	\$17.50	36	\$21.00
9	\$14.25	23	\$17.75	37	\$21.25
10	\$14.50	24	\$18.00	38	\$21.50
11	\$14.75	25	\$18.25	39	\$21.75
12	\$15.00	26	\$18.50	40	\$22.00
13	\$15.25	27	\$18.75	41	\$22.25
14	\$15.50	28	\$19.00	42	\$22.50