

POLICY

Effective Date: June 16, 2019
 Approved By: AS Executive Board

Cancels: AS Salary Determination Policy Revised 3-30-17 (ASB-17-S-2)
 See Also: AS Personnel Policy Revised 3-8-19 (ASB-19-W-55)
 WWU Student Employment Center Guidelines
http://www.finaid.wvu.edu/studentjobs/employers/resources/wage_schedule/current_wage_schedule.php

POL-AS-FIN-05 DETERMINING AS STUDENT EMPLOYEE WAGES

This policy describes the hourly rate of compensation for all student positions funded by the Associated Students.

Definitions:

Associated Students (AS) – All currently enrolled students at Western Washington University.

Wage Tool – Internal AS Spreadsheet used to track Wage Levels for all AS employees.

1. **AS Student Positions Must Conform with University Classification and Wage Levels.**
2. **Changes to AS Wages Occur when the University Wage Schedule Changes or when Changes to this AS Policy Occur.**

After notification of changes to this AS Policy or changes to the University Wage Schedule (typically with minimum wage increases) the Fiscal Tech 1 will work with the AS Personnel Office in consultation with the AS Business Director to create a new Wage Tool. Wage changes go into effect simultaneously with University changes or as passed by the AS Executive Board.

3. **AS Positions Receive AS Wage Level Classifications Based on Type of Work as Stated in the AS Personnel Policy.**
4. **AS Wages are Determined by Adding a Fixed Number to WWU Category Minimums**

The following table defines the process for calculating AS Wages:

AS Level	WWU Category	Addition to minimum of WWU Classification Level
1A	1	\$0.10
1B	1	\$0.50
2A	2	\$0.00
2B	2	\$0.30
2C	2	\$0.65
3A	3	\$0.00
3B	3	\$0.15

(For example, if the WWU minimum for category 2 is \$14.85/hour, the wage for positions at the 2B level would be \$14.85 + \$0.30, or \$15.15/hour.)



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Exception: The wages for positions receiving stipends are determined separately.

5. **The Pay Gap in AS Wages Must Not Exceed \$3.50**

If WWU level changes to make the gap between the lowest and highest paid positions in the AS more than \$3.50, then this policy should be revised to address the gap.

6. **The Policy for Determining AS Wages is Reviewed on an Annual Basis**

The AS Business Director and the AS Personnel Committee shall evaluate this policy at least once per academic year. Policy approval by the AS Executive Board is required.



Department	Title	Level	Wage	WWU Classification
AS Review	Review Editor in Chief	3A	\$ 16.35	Program Support Staff 3
	Review Assistant Editor	2B	\$ 15.15	Program Support Staff 2
	Review Writer (4)	2B	\$ 15.15	Writer/Editor 2
	Photographer	2B	\$ 15.15	Photographer 2
Board Admin	Assessment Coordinator	2B	\$ 15.15	Program Support Staff 2
	Alumni Coordinator	2B	\$ 15.15	Program Support Staff 2
	Board Assistant for Club Committees	1B	\$ 14.00	Program Support Staff 1
	Board Assistant for Internal Committees	1B	\$ 14.00	Program Support Staff 1
	Board Assistant for Representation Committees	1B	\$ 14.00	Program Support Staff 1
	Board Assistant for Academic Shared Governance	1B	\$ 14.00	Program Support Staff 1
	Board Assistant for Lobby Days	1B	\$ 14.00	Program Support Staff 1
Busin	Business Director	3A	\$ 16.35	Program Support Staff 3
	Student Enhancement Fund Coordinator	2B	\$ 15.15	Program Support Staff 2
Club Hub	Assistant Director for Club Finances	2C	\$ 15.50	Program Support Staff 2
	Club Event Planning Coordinator	2B	\$ 15.15	Program Support Staff 2
	Club Promotion & Outreach Coordinator	2B	\$ 15.15	Program Support Staff 2
	Club Training & Development Coordinator	2B	\$ 15.15	Program Support Staff 2
	Fall Info Fair Coordinator	2B	\$ 15.15	Program Support Staff 2
Communica	Communications Director	3A	\$ 16.35	Program Support Staff 3
	Communications Coordinator	2B	\$ 15.15	Program Support Staff 2
	Video Coordinator	2B	\$ 15.15	Video Production Assistant 2
	Videographer	2B	\$ 15.15	Video Production Assistant 2
Electe	Executive Board (7)	3B	\$ 16.50	Peer Advisor 3
	Student Senate (20)	3B	\$ 16.50	Peer Advisor 3
ESC	ESC Advocacy & Programming Coordinator	2B	\$ 15.15	Program Support Staff 2
	ESC Assistant Director for Club Logistics	2C	\$ 15.50	Program Support Staff 2
	ESC Cultural Education Coordinator	2B	\$ 15.15	Program Support Staff 2
	ESC Marketing & Outreach Coordinator	2B	\$ 15.15	Program Support Staff 2
	ESC Office Assistant	1A	\$ 13.60	Program Support Staff 1
ESP	Environmental & Sustainability Director	3A	\$ 16.35	Program Support Staff 3
	Environment Center Coordinator	2B	\$ 15.15	Program Support Staff 2
	Outback OELP Program Coordinator	2B	\$ 15.15	Program Support Staff 2
	Outback OELP Assitant Coordinator	1B	\$ 14.00	Program Support Staff 1
	Outback Forest Garden Assistant	1B	\$ 14.00	Program Support Staff 1
	Alternative Transportation Coordinator	2B	\$ 15.15	Program Support Staff 2
	Community Outreach & Volunteer Coordinator	2B	\$ 15.15	Program Support Staff 2
	Environmental Justice Coordinator	2B	\$ 15.15	Program Support Staff 2
	Media & Marketing Coordinator	2B	\$ 15.15	Program Support Staff 2
	Sustainable Action Fund Education Coordinator	2B	\$ 15.15	Program Support Staff 2
	Outback Farm Apprentice (3)	1A	\$ 13.60	Laborer 1
UGS	Program Director	3A	\$ 16.35	Program Support Staff 3
	Maintenance Engineer	2B	\$ 15.15	Media Maintenance Asst. 2
	Music Director	2B	\$ 15.15	Program Support Staff 2
	Public Affairs Producer	2B	\$ 15.15	Program Support Staff 2
	Operations Coordinator	2B	\$ 15.15	Program Support Staff 2

K	Local Music Coordinator	2B	\$ 15.15	Program Support Staff 2
	Specialty Music Coordinator	2B	\$ 15.15	Program Support Staff 2
	Office Assistant	1A	\$ 13.60	Program Support Staff 1
	Morning Show Program Host	2B	\$ 15.15	Program Support Staff 2
Outdoor Center	Equipment Shop Coordinator	2B	\$ 15.15	Program Support Staff 2
	Challenge Course Coordinator	2B	\$ 15.15	Program Support Staff 2
	Challenge Administrative Coordinator	2B	\$ 15.15	Program Support Staff 2
	Excursions Co-Coordinator (4 Qtr)	2B	\$ 15.15	Program Support Staff 2
	Excursions Co-Coordinator	2B	\$ 15.15	Program Support Staff 2
	Marketing Resources Coordinator	2B	\$ 15.15	Program Support Staff 2
	Equipment Rental & Resource Staff	1A	\$ 13.60	Program Support Staff 1
	Bike Technician	1B	\$ 14.00	Program Support Staff 1
	Bicycle Clinic Leader	per job		Program Support Staff 2
	Excursions Equipment Technician	per job		Program Support Staff 2
	Excursions/Instr. Trip Leader (includes WOOT/ S99186)	per job		Program Support Staff 2
	Challenge Course Staff	variable		Program Support Staff 2
	Excursions/Instr. Leader (Non Student)	per job		Program Support Staff 2
Personne	Personnel Director	3A	\$ 16.35	Program Support Staff 3
	Personnel Development Coordinator	2B	\$ 15.15	Program Support Staff 2
	Personnel Recognition Coordinator	2B	\$ 15.15	Program Support Staff 2
Productions	Productions Director	3A	\$ 16.35	Program Support Staff 3
	Asst Director for Marketing & Assessment	2C	\$ 15.50	Program Support Staff 2
	Asst Director for Logistics	2C	\$ 15.50	Program Support Staff 2
	Marketing Coordinator - Arts & Entertainment	2B	\$ 15.15	Program Support Staff 2
	Marketing Coordinator - Music & Entertainment	2B	\$ 15.15	Program Support Staff 2
	Films Coordinator	2B	\$ 15.15	Program Support Staff 2
	Pop Music Coordinator	2B	\$ 15.15	Program Support Staff 2
	Special Events Coordinator	2B	\$ 15.15	Program Support Staff 2
	Underground Coffeehouse Coordinator	2B	\$ 15.15	Program Support Staff 2
	VU Gallery Director	2B	\$ 15.15	Program Support Staff 2
	Productions Assistant (2)	1B	\$ 14.00	Program Support Staff 1
Gallery Attendant (4)	1A	\$ 13.60	Program Support Staff 1	
Publicity Center	Project Manager 1	2B	\$ 15.15	Program Support Staff 2
	Project Manager 2	2B	\$ 15.15	Program Support Staff 2
	Distribution Coordinator	2B	\$ 15.15	Program Support Staff 2
	Lead Graphic Designer	3A	\$ 16.35	Graphic Artist 3
	Distributor (4)	1A	\$ 13.60	Promotion Worker 1
	Graphic Designer (8)	2A	\$ 14.85	Graphic Artist 2
	Graphic Production Specialist	2A	\$ 14.85	Graphic Artist 2
REP	REP Director	3A	\$ 16.35	Program Support Staff 3
	Organizing & Outreach Coordinator	2B	\$ 15.15	Program Support Staff 2
	Committee Coordinator	2B	\$ 15.15	Program Support Staff 2
	Elections Board Chair		\$300 Stipend	
	Elections Coordinator	2B	\$ 15.15	Program Support Staff 2
	Director of Legislative Affairs	2B	\$ 15.15	Program Support Staff 2
	Local Liasion	2B	\$ 15.15	Program Support Staff 2
	Voter Registration Staff (7)	1A	\$ 13.60	Program Support Staff 1
	DOC Educational Programming Coordinator	2B	\$ 15.15	Program Support Staff 2
	DOC Community Engagement Coordinator	2B	\$ 15.15	Program Support Staff 2

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DOC Advocacy Coordinator	2B	\$	15.15	Program Support Staff 2
Legal Information Center Coordinator	2B	\$	15.15	Program Support Staff 2
QRC Educational Programming Coordinator	2B	\$	15.15	Program Support Staff 2
QRC Community Engagement Coordinator	2B	\$	15.15	Program Support Staff 2
QRC Advocacy Coordinator	2B	\$	15.15	Program Support Staff 2
SAIRC Marketing & Assessment Coordinator	2B	\$	15.15	Program Support Staff 2
SAIRC Representation & Outreach Coordinator	2B	\$	15.15	Program Support Staff 2
Veteran Community Coordinator	2B	\$	15.15	Program Support Staff 2
WIRC Educational Programming Coordinator	2B	\$	15.15	Program Support Staff 2
WIRC Community Engagement Coordinator	2B	\$	15.15	Program Support Staff 2
WIRC Advocacy Coordinator	2B	\$	15.15	Program Support Staff 2
Legal Information Center Program Support Staff	1B	\$	14.00	Program Support Staff 1