

POLICY

Approved by: AS Student Government [ASEB, ASSSN motions]

Effective: [insert date]

Cancels: Determining AS Student Employee Wages
 See Also: AS Student Employee Handbook
 WWU Student Employment Center Guidelines
<http://www.finaid.wvu.edu/studentjobs/employers/resources/wage-schedule/current-wage-schedule.php>

Effective: 5-31-2019 [ASB 19-S-49]
Revised: 03-08-2019 [ASB 19-W-55]

POL-AS-FIN-05**AS STUDENT EMPLOYMENT WAGE POLICY**

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

Definitions:

Associated Students (AS) – The Association of all currently enrolled students at Western Washington University.

AS Student Government – The Student Senate and Executive Board, established by the AS Constitution

AS Student Positions – Positions of student employment maintained by the AS Student Government and funded from accounts administered by the AS Student Government or from work-study accounts

AS Student Employees – Student Employees working an AS Student Position

Wage Tool – AS Spreadsheet used to track Wage Levels for all AS student positions

Wage Level – The range of pay associated with a given University or AS Classification

1. **All AS Student Employees Must Be Paid as Described in this Policy.**
2. **The Classification of AS Student Positions Must Conform with University Classification and Wage Levels.**

The wage for AS Student Positions of a given AS Classification (e.g., 1A, 1B) must lie between the minimum wage and maximum wage for the corresponding University Classification (i.e., 1, 2, 3).

3. **AS Student Positions Receive AS Classifications Based on the Kind of Work the Position is Expected to Perform.**

The AS Classifications are defined in the AS Employee Handbook.

4. **AS Wages are Determined by Adding a Fixed Number to WWU Category Minimums.**

The following table defines the process for calculating AS Wages:

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AS Classification	WWU Classification	Addition to minimum of WWU Wage 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 \$17.99/hour, the wage for positions at the 2B classification would be \$17.99 + \$0.30, or \$18.29/hour

5. **Stipends for AS Student Positions, When Hours of Work Are Considered, Must be Substantially Equivalent in Level of Pay to the AS Wage Level of Similarly Classified Positions.**
6. **The AS Business Office, AS Personnel Office, and Relevant Advisors Will Maintain a Wage Tool.**

The wage tool will contain a table of at least:

- i. minimum wages for each University classification
- ii. AS position classification titles (e.g., Program Assistant, Coordinator)
- iii. AS position classification (e.g., 1A, 3B)
- iv. fixed additions to University minimum wages as determined by (4)
- v. calculated wages for each AS classification, from (i) and (iv)
- vi. the year(s), month(s), or date(s) for which the wage tool describes AS Wages

The wage tool will be kept accessible to all students by keeping an up-to-date version of it alongside this policy, on all relevant AS, VU, and University webpages.

The wage tool may contain any other supplemental information necessary for the administration of this policy and a program of student employment in the AS. Any of this supplemental information may be redacted from public-facing webpages if its publication would pose a security risk to AS or University systems.

7. **AS Student Employees May Receive Backpay.**

If an employee is paid an hourly wage less than their position's correct wage as determined by (4), then that employee shall be paid the difference between the correct wage and the received incorrect wage for all hours worked at the received incorrect wage.

If an employee's job duties rise above their position's classification as listed in the AS Employee Handbook or Student Employment Center Guidelines, then that employee's position must be reclassified to reflect the nature of their work and that employee shall be paid the difference between the correct classification's wage and the incorrect wage for all hours worked at the incorrect wage.

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

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If WWU Wage level changes or WWU classification changes 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.

9. **Changes to AS Wages Occur when the University Wage Schedule Changes or when Changes to this AS Policy Occur.**

Wage changes go into effect simultaneously with University changes or as passed by the AS Student Government.

After notification of changes to this 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.

After changes to AS wages occur, AS Professional Staff advisors must ensure that all AS Student Employees they oversee are paid at the new wage for all time worked following the change.

10. **The Administration of this Policy Shall Be Conducted by AS Professional Staff Advisors, the AS Business Office, and the AS Personnel Office.**

11. **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. Recommendations about this policy will be referred to the AS Student Government per paragraph (12).

12. **Changes to This Policy Require the Approval of the AS Student Government.**

Proposed changes to this policy may originate from elected members of the Student Government, from AS Professional Staff Advisors, from AS Student Employees, or from relevant AS Committees. All changes to this policy must be passed by both chambers of the AS Student Government.