

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.~~

5. The AS Business Office, AS Personnel Office, and Relevant ~~Advisors~~ VU Staff Will Maintain a Wage Tool.

The wage tool will contain a ~~table of at least~~ wage schedule showing 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, ~~from section (4) 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.

6. AS Student Employees May Receive Backpay to Account for Wage Underpayment:

In this section, backpay does not refer to wages that an employee earned while working an AS Student Position before being legally employed. Nothing in this policy should be interpreted to encourage the routine use of AS Student Employee's labor before employees are legally employed.

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

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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.

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

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.

8. 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 with changes to this policy, following the procedures in section (11) 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.~~

9. The Administration and Interpretation of this Policy Shall Be Conducted by the AS Finance Council, AS Professional Staff Advisors VU Staff, the AS Business Office, and the AS Personnel Office.

Procedures for the administration of this policy shall be maintained by the AS Finance Council under the advisement of VU Staff, the AS Business Office, and the AS Personnel Office.

VU Staff, the AS Business Office, and the AS Personnel office will carry out those procedures (administer this policy).

The interpretation of this policy (determining what these sentences mean) shall be conducted by VU Staff, the AS Business Office, and the AS Personnel Office. In the case of disagreement among these Offices or between these offices and AS Student Employees, the AS Finance Council will decide on an interpretation. If disagreement remains, the AS Student Government will make the final interpretation.

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

~~The AS Business Director Office, and the AS Personnel Office Committee, and the AS Finance Council shall evaluate this policy at least once per academic year. The AS Finance Council will adopt policy recommendations and refer them to Recommendations about this policy will be referred to the AS Student Government per paragraph-section (11).~~

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

Effective: [insert date]

11. 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.~~ should be brought to the AS Finance Council. All changes to this policy must be passed by both chambers of the AS Student Government and the AS Finance Council.

PROCEDURE

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

Effective: [insert date]

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

Effective: [Date] [EX, SEN motions]
 Revised: 03-08-2019 [ASB 19-W-55]

PRO-AS-FIN-05**AS STUDENT EMPLOYMENT WAGE PROCEDURES***This procedure describes how the AS Wage Policy is administered.***Definitions:**

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

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

1. Handling Changes to AS Wages:

When AS Wages Change (per POL-AS-FIN-05, Section 8), 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, VU Staff must ensure that all AS Student Employees they oversee are paid at the new wage for all time worked following the change.

2. Changing this Procedure:

Proposed changes to this procedure may originate from members of the AS Finance Council, from VU Staff, or from AS Student Employees. All changes to this procedure must be passed by the AS Finance Council.

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Effective Date: [Insert Date]

~~May 31, 2019 (ASB-19-S-49)~~ Approved By: AS ~~Executive Board~~ Student Government, [Exec Board motion, Senate Motion]

This shows what edits are being made to the current (as of 5/3/23) AS Wage Policy.

Cancels: ~~AS Salary Determination Policy~~ Determining AS Wages _____

Revised ~~53-310-1917~~ (ASB-~~197-S-492~~)

See Also: ~~AS Personnel Policy~~ _____ Revised 3-8-19 (ASB-19-W-
55) AS Employee Handbook 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~~ AS STUDENT EMPLOYMENT WAGE POLICY

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AS Student Employees – Student Employees working an AS Student Position

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



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between the minimum wage and maximum wage for the corresponding University Classification (i.e., 1, 2, 3).

1. ~~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 Executive Board. 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. After changes to AS wages occur, are paid at the new wage for all time worked following the change.~~

3. ~~AS Student Positions Receive AS Wage Level Classifications Based on the Kind of Work the Position is Expected to Perform~~ Type of Work.

~~The AS Classifications are -as Stated defined in the AS Personnel Policy Employee Handbook.~~

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

The following table defines the process for calculating AS Wages:

AS Classification Level	WWU Category Classification	Addition to minimum of WWU Classification Level 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 \$14.17.9985/hour, the wage for positions at the 2B level classification would be \$14.8517.99 + \$0.30, or \$18.2915.15/hour.)~~

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



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5. The AS Business Office, AS Personnel Office, and Relevant VU Staff Will Maintain a Wage Tool.

The wage tool will contain a wage schedule showing at least:

- i. minimum wages for each University classification
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- iii. AS position classification (e.g., 1A, 3B)
- iv. fixed additions to University minimum wages, from section (4)
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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.

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

If WWU Wage level changes or WWU classification 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.

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



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Wage changes go into effect simultaneously with University changes or with changes to this policy, following the procedures in section (11).

9. The Administration and Interpretation of this Policy Shall Be Conducted by the AS Finance Council, VU Staff, the AS Business Office, and the AS Personnel Office.

Procedures for the administration of this policy shall be maintained by the AS Finance Council under the advisement of VU Staff, the AS Business Office, and the AS Personnel Office.

VU Staff, the AS Business Office, and the AS Personnel office will carry out those procedures (administer this policy).

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5:10. The Policy for Determining AS Wages is Reviewed on an Annual Basis.

The AS Business ~~Director~~Office, and the AS Personnel ~~Committee~~Office, and the AS Finance Council shall evaluate this policy at least once per academic year. The AS Finance Council will adopt policy recommendations and refer them to the AS Student Government per section (11). ~~Policy approval by the AS Executive Board is required.~~

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

Proposed changes to this policy should be brought to the AS Finance Council. All changes to this policy must be passed by both chambers of the AS Student Government and the AS Finance Council.

