

**POLICY**

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

Effective: January 1, 2024

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: 5-12-2023 [pending minutes]*  
*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	<del>\$1.60</del> <del>\$0.10</del>
1B	1	<del>\$1.60</del> <del>\$0.50</del>
2A	2	<del>\$0.20</del> <del>\$0.00</del>
2B	2	\$0.30
2C	2	\$0.65
3A	3	\$0.00
3B	3	<del>\$0.00</del> <del>\$0.15</del>

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. 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
- 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)
- 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 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.

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**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) .

**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).

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 Office, AS Personnel 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).

**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.

**A Resolution of the  
Associated Students of Western Washington University Finance Council**

**“Establishing a living wage for all ASWWU Student Employees”**

**WHEREAS**, the lowest hourly wage (\$15.84) for ASWWU Student Employees is below the MIT living wage standard (\$17.30) and will continue to be unless the AS Student Employment Wage Policy is changed; and

**WHEREAS**, paying Student Employees a living wage promotes equity and inclusion; and

**WHEREAS**, the ASWWU student governance system is charged with promoting the general welfare of students; and

**WHEREAS**, the ASWWU can afford to pay a living wage.

**NOW, THEREFORE BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY FINANCE COUNCIL**

**THAT**, the changes to the AS Student Employment Wage Policy suggested during the regular ASWWU Finance Council meeting on May 17, 2023 are approved; and

**THAT**, the 2023-2024 ASWWU Finance Council will review and potentially offer new recommendations in Fall 2023 if the minimum wage for Washington State increases more than 4% for the 2024 calendar year; and

**THAT**, the ASWWU Finance Council urges that the ASWWU Student Senate and ASWWU Executive Board approve those suggestions.

**PASSED AND APPROVED** by the Associated Students of Western Washington University Finance Council at their regular meeting on May 17, 2023.

[Signature]

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Brandon Denny  
AS Business Director

cc: ASWWU Student Senate, ASWWU Executive Board