



### **Guidelines for Student Employee Compensation as of September 18, 2022**

Student Assistants (SAs) are not to exceed 1,300 hours per calendar year as a UWG employee. During fall and spring semester when classes are in session, SAs may work up to 29 hours per week (requests for exceptions to exceed the weekly hour limit must be approved by the Office of Human Resources). During summer and when classes are not in session, students may work up to 40 hours per week. Note, once Federal Work Study (FWS) funds are exhausted, the department must utilize department resources to fund any deficits.

<b>Student Employment Pay Structure</b>				
<b>Tiers</b>	<b>Category</b>	<b>Job Code</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Tier I</b>	Student Assistant I/ Federal Work Study (FWS)	<b>SA I</b>	\$9.00	\$11.99
<b>Tier II</b>	Student Assistant II/ Federal Work Study (FWS)	<b>SA II</b>	\$12.00	\$17.99
<b>Tier III</b>	Student Assistant III/ Federal Work Study (FWS)	<b>SA III</b>	\$15.00	\$17.99
	Student Research Assistant		N/A	N/A
	Special Assignment		N/A	N/A

**Note:** The nature of the job function and the unit's budget will determine which tier is appropriate. Tier III SAs or student pay above \$17.99 per hour will require review and approval by the Office of Human Resources.

**SA I** positions include standard, routine duties which require minimal prior training or experience. Most often, the Student Assistant I position works with other students and is frequently supervised. This classification may be used while training for a higher level.

**SA II** positions perform above-average duties of a complex nature requiring prior knowledge, skill, or training. Student Assistant II positions may be physically demanding and the work may be performed under difficult conditions. Students in these positions most often work with little supervision. This classification may be used while training for a higher level.

**SA III** positions include exceptional student duties of a complex nature, requiring extensive prior knowledge, skill, or training. Student Assistant III positions may include strenuous and constant physical activity. Students in these positions may take on a substantial workload, perform work with little supervision, and often have supervisory responsibilities over other student employees.

## **Student Employment Frequently Asked Questions**

**1. When does the new tiered pay structure begin?**

- It will begin at the start of the Sept. 18, 2022, pay period.

**2. How many hours is a student assistant allowed to work?**

- When classes are in session, student assistants are allowed to work 29 hours per week. All other times, students may work up to 40 hours per week, but shall not exceed 1,300 hours in a calendar year.