

## **MONTCLAIR STATE UNIVERSITY STUDENT EMPLOYMENT POLICY**

Montclair State University is committed to providing meaningful on-campus employment opportunities for full-time undergraduate and graduate students. These opportunities are intended to enable students to earn a portion of their educational expenses, enhance their educational development and growth, and provide experiences that may be of vocational value in post-college years.

A student employee is an individual whose employment is incidental to the pursuit of a full-time course of study at the University. Individuals who have been admitted to the University as an undergraduate student and register for and maintain full-time enrollment in a minimum of 9 credits per semester may be simultaneously employed by the University and will be classified as a student employee. Individuals who have been admitted as a graduate student must register for, and maintain enrollment in, a minimum of 6 credits per semester to be employed on-campus as a student employee. Graduate Assistants may not work as student employees.

The Career Development Center is responsible for developing policies and procedures required in administering on-campus student employment. The Graduate School shall be responsible for administering on-campus employment for graduate students. All student employee positions require a *brief* job description outlining the major responsibilities and requirements of the position. The description is to be attached to the Student Employee Appointment Form. Student employees will be compensated consistent with the Student Employee Classification and Compensation Guidelines outlined below.

**Discrimination/Sexual Harassment:** Montclair State University is committed to the principle of equal employment opportunity and does not discriminate on the basis of race, color, gender, age, religion, national origin, ancestry, marital status, physical or mental disability (not interfering with job performance) affectional or sexual orientation, atypical cellular or blood type, genetic information, liability for service in the Armed Forces of the United States, or any other non job-related criteria. The University is also committed to having a working and learning environment that is free of sexual harassment. Sexual harassment of employees or students is considered as unprofessional and unacceptable behavior and it will not be tolerated.

**Hours of Employment:** Student employees can work a maximum of 20 hours per week while classes are in session, and 40 hours per week during breaks. Student employees may be employed at more than one location on campus so long as they do not exceed the maximum allowable number of hours of work.

**Hiring International Students:** Immigration regulations place certain restrictions on hiring foreign students who are enrolled in educational institutions in the United States. Questions regarding the employment of international students should be referred to the Office of International Services at x6862.

**On-the-Job Injuries:** Students injured while performing work for the University must report the injury to their supervisor, and immediately report to the Health and Wellness Center for medical attention. The student will be further instructed by the Health and Wellness Center and must follow all University procedures for reporting injuries to the Office of Employee Benefits – CO-312.

**Benefits:** Student employees are not eligible for benefits such as sick leave, holiday pay, overtime, vacation, or tuition remission.

**UNDERGRADUATE STUDENT EMPLOYEE CLASSIFICATION AND COMPENSATION GUIDELINES**

The following Student Employee Classification and Compensation Guidelines for student employees is designed to ensure equity and fairness in regard to compensation among students performing comparable tasks, is to become effective September 1, 2011.

**Undergraduate Student Employee Compensation Guidelines for 2011/2012**

		<u>STEPS</u>			
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
RANGE	1	\$7.25	\$7.50	\$7.75	\$8.00
	2	\$7.50	\$7.75	\$8.00	\$8.25
	3	\$7.75	\$8.00	\$8.25	\$8.50
	4	\$8.00	\$8.25	\$8.50	\$8.75
	5	\$8.25	\$8.75	\$9.25	\$10.00

**Steps**

The steps in the above schedule are intended to provide a general guideline for compensating undergraduate student employees. Each step in the schedule equates to the academic status of the student employee, as determined by the Office of the Registrar, as follows: Step 1 for Freshmen, Step 2 for Sophomores, Step 3 for Juniors, and Step 4 for Seniors. The amount listed for each step is a suggested hourly compensation rate based on a student employee’s academic status. Other factors that should be used to determine hourly compensation include the duties to be performed, and the student employee’s skill, ability and prior work experience.

## Range Classifications

The range levels of student employee positions are determined based on the classification of responsibilities assigned, as follows:

### Range 1

These unskilled positions require no prior training, little or no knowledge or experience, and involve routing or repetitious work under close supervision. Examples of such positions include but are not limited to: a good receptionist requiring considerable skill and knowledge, a non-typing clerical assistant, a non-technical library assistant, a custodian helper, an athletic equipment assistant, and a registration assistant.

### Range 2

These semi-skilled positions require limited prior training, some knowledge or experience, and involve mostly routine work under close supervision. Examples of such positions include but are not limited to: clerical assistant involving typing, word processing assistant, bookkeeping assistant, data entry assistant, security aid, athletic training assistant, technical library assistant, stock room assistant, media and technology assistant, groundskeeper assistant, switch board operator assistant, tour guide, non-technical laboratory assistant, residence life desk assistant, residence life conference assistant.

### Range 3

These skilled positions involve previous technical training and experience and require the exercise of some initiative under limited supervision. Examples of such positions include but are not limited to: computer and technical laboratory assistant, tutor, photographer, research assistant, programmer assistant, electronics technician assistant, editorial assistant, residence life resident assistant, residence life maintenance assistant, and campus community escorts.

### Range 4

These skilled positions require supervisory or professional skills, significant prior training and experience, and involve independent judgment under general supervision. Examples of such positions include but are not limited to: shuttle bus driver, residence program supervisor, recreation program supervisor, lifeguard, residence life assistant manager, other program supervisors and licensed technicians.

### Range 5

These positions require highly technical or specialized knowledge requiring exceptional and/or diversified skills obtained through extensive training or experience. Examples of such positions include tutors in the math, science and technology fields. A full rationale must be provided for all positions compensated at this level.

**GRADUATE STUDENT EMPLOYEE CLASSIFICATION AND  
COMPENSATION GUIDELINES**

		<u>STEP</u>	
		<u>5</u>	<u>6</u>
RANGE	1	12.00	14.00
	2	14.00	16.00
	3	18.00	20.00

Compensation at Steps 5 and 6 requires a bachelor's degree and applies only to Graduate Student Employees performing work most usually in an administrative setting. The steps in the above schedule are intended to provide a general guideline for compensating graduate student employees. Each step in the schedule equates to the academic status of the student employee, as determined by the Office of the Registrar, as follows: Step 5 applies to first-year graduate students and Step 6 to second year graduate students. The amount listed for each step is a suggested hourly compensation rate based on a student employee's academic status. Other factors that should be used to determine hourly compensation include the duties to be performed, and the student employee's skill, ability, and prior work experience.

Range 1

These skilled positions involve previous technical training and experience and require the exercise of some initiative under limited supervision. Examples of such positions include but are not limited to: computer and technical laboratory assistant, tutor, photographer, research assistant, programmer assistant, electronics technician assistant, editorial assistant, residence life resident assistant, and residence life maintenance assistant.

Range 2

These skilled positions require supervisory or professional skills, significant prior training and experience, and involve independent judgment under general supervision. Examples of such positions include but are not limited to: residence program supervisor, recreation program supervisor, lifeguard, residence life assistant manager, other program supervisors and licensed technicians.

Ranges 3

Assignments applicable to this range may include the preparation and presentation of orientation and instructive workshops on an individual or group basis for students, faculty, and or volunteers; serving as a liaison to local, regional, or national organizations; researching and conducting analysis of data and data bases; preparing written summaries, memoranda or newsletters; planning and scheduling meetings and special events; and, counseling and advising students.