RESOLUTION
concerning
COOPERATIVE EDUCATION STUDENT PAY RATES

November 6, 1987

WHEREAS, The hourly rate for student workers was increased in May of 1986 (BR#86-65), and

WHEREAS, The hourly rate for cooperative students has not changed since September of 1984 (BR#84-90), be it

RESOLVED, That the hourly rate under the four categories of employment under the Cooperative Program be increased effective January 1, 1988, as follows:

<table>
<thead>
<tr>
<th>STEPS</th>
<th>Category 1</th>
<th>$4.25</th>
<th>$4.35</th>
<th>$4.50 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2</td>
<td>4.75</td>
<td>5.25</td>
<td>5.75</td>
<td></td>
</tr>
<tr>
<td>Category 3</td>
<td>6.00</td>
<td>6.50</td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>Category 4</td>
<td>7.00</td>
<td>7.50</td>
<td>8.00</td>
<td></td>
</tr>
</tbody>
</table>

A Certified True Copy:

Dallas K. Beal
President
September 25, 1984

TO: CAMPUS PRESIDENTS

Dr. F. Don James (CCSU)
Dr. Charles R. Webb (ECSU)
Dr. Stephen Feldman (WCSU)
Mr. Michael J. Adanti (SCSU)

RE: Cooperative Education Student Wage Schedule

In accordance with Board Resolution #84-90, the enclosed schedule lists the hourly wages for each category of cooperative education student employed by the Connecticut State University. Also attached is an explanation of the categories and wage rates.

This resolution (#84-90) and wage schedule were effective July 1, 1984.

Sincerely,

James A. Frost
President

Encl.
RESOLUTION
concerning
EMPLOYMENT OF COOPERATIVE EDUCATION STUDENTS
June 15, 1984

WHEREAS, The Board of Trustees, through Board Resolution #83-19, approved the employment within the Connecticut State University of students enrolled in the Cooperative Education Program on any of the four campuses in a category to be entitled Cooperative Education Student, and

WHEREAS, The Personnel Division of the Department of Administrative Services, on April 2, 1984, issued a memorandum which provides that the previously established classifications of Undergraduate Intern and Graduate Intern may be used by other State agencies employing students from the Cooperative Education Program and, further, sets hourly rates of pay for these classifications, be it

RESOLVED, That Board Resolution #83-19 shall be rescinded and this resolution shall be effective as of July 1, 1984, and be it

RESOLVED, That students enrolled in the Cooperative Education Program at any one of the four State Universities may be employed anywhere within the Connecticut State University in a category entitled Cooperative Education Student, and be it

RESOLVED, That appointment to the category of Cooperative Education Student shall conform to the procedures set forth in Board Resolution #78-21 and any future version thereof, and be it

RESOLVED, That appointments shall be made on a semester by semester basis and that any student appointed to such a position may hold the appointment throughout the period between semesters of on-campus and off-campus study, and be it
RESOLVED, That payments to undergraduate and graduate students working as Cooperative Education Students shall be at rates as determined by the President of the Connecticut State University but not exceeding rates established from time to time by the Department of Administrative Services for Undergraduate Intern and Graduate Intern, respectively, with the minimum rate for undergraduate students to be not less than the minimum authorized for Student Help and for graduate students not less than 110% of the minimum rate for undergraduate students.

A Certified True Copy:

[Signature]

James A. Frost
President
CONNECTICUT STATE UNIVERSITY
Cooperative Education Student
Position Categories and Wage Ranges

<table>
<thead>
<tr>
<th>Category</th>
<th>Hourly Wage Range</th>
<th>Qualifications</th>
</tr>
</thead>
</table>
| I        | $3.25 - $6.75     | 1. Specialized skills and/or advanced coursework not required.  
                        | $4.25 - $6.75     | 2. Related experience not required.  
                        | $5.25 - $6.75     | 3. Position involves no special responsibilities.  
| II       | $3.75 - $4.25     | 1. Some specialized skills and/or advanced coursework required.  
                        | $4.25 - $4.75     | 2. Related experience not required.  
                        | $4.75 - $5.25     | 3. Position involves limited special responsibilities.  
| III      | $5.00 - $5.50     | 1. Significant specialized skills and/or advanced coursework required.  
                        | $5.50 - $6.00     | 2. Related experience required.  
                        | $6.00 - $6.50     | 3. Position involves substantial responsibilities.  
| IV       | $6.25 - $6.75     | 1. Highly specialized skills and advanced coursework required.  
                        | $6.75 - $7.25     | 2. Substantial related experience required.  
                        | $7.25 - $7.75     | 3. Position involves substantial responsibilities.  

Process:

1. The category (I-IV) of the position should be determined at the time the position is established and it should be stated in the position announcement.

2. The hourly wage range should be determined at the time the position is established and the range should be stated in the position announcement. In accordance with standard personnel procedures, it is not necessary to offer the entire range. It is only necessary that the wage offered applicants be within the range announced and within the range of the category.

3. The supervisor will determine the actual wage within the announced range on the basis of the candidate's experience and qualifications.

Revision of Wages per BR#87-167
EXPLANATION OF THE
CATEGORIES AND WAGES
FOR
COORDERATIVE EDUCATION STUDENT POSITIONS

1. The four categories (I-IV) of Cooperative Education student positions are
distinguished according to whether and to what degree a particular position
requires:
   a. Special skills and/or advanced coursework (e.g., programming or
      accounting skills).
   b. Related work experience (e.g., either through the Co-op Program
      or through private employment).
   c. Special responsibilities (e.g., will work independently; will
      supervise others, etc.).

2. The wage ranges for each category were determined according to the qualifi-
cations required of and wages paid for similar Co-op positions by private
employers, and with consideration given to available resources and wages
paid similar positions on campus. The wage ranges are somewhat lower than
those for similar positions outside the university to compensate for some
of the advantages of on-campus employment (e.g., lower transportation
costs, access to university services and courses, and the like). To
facilitate bookkeeping, the "ranges" should be treated as "steps" so that
a Category II Co-op student would receive $3.75, $3.95, or $4.75 per hour
(versus $3.75, $3.76, $3.77 . . . . $4.75).$4.75/5.25/5.75 per BR 87-167 effective
January 1, 1988

3. Both the general description of the four categories and the wage ranges
(steps) for each category ensure the supervisor (department or unit) has
maximum flexibility to determine the appropriate category and wage of each
position depending upon available resources and the skills, experience,
and responsibility required of the position.

4. Determination of the appropriate category of a given position and of
the wage range to be available should be made in consultation with the
appropriate Cooperative Education Coordinator at the time the position
is established to ensure consistency with other similar positions on and
off campus.

5. The actual hourly wage offered to a candidate must fall within the range
advertised and should be based upon the candidate's particular experience
and qualifications.

   It is not necessary to offer the entire range (e.g., only one step may
be used). It is only necessary that the step offered a candidate be
within the range announced.

   In general, a lower division student and/or a student without prior
experience should be paid at the lowest step of the category (e.g., at
$3.75 per hour in Category II), whereas a student with prior experience
(e.g., a student returning to the same Co-op position a second time) could
be offered the second step within the range ($4.25 per hour, or a $0.50
increase).
6. A summary chart listing examples of the kinds of positions appropriate to each category both on and off campus, and the range of hourly wages paid such positions by private Co-op employers follow. In general:

a. Category I (current student help wage range: $3.27 - $3.47 - $3.62) is appropriate to positions traditionally held by student help which require no special skills, advanced coursework, experience or responsibilities (e.g., general office skills). In general, these positions would be sought mostly by lower division students since upper division students generally seek positions requiring skills directly related to their major (advanced coursework).

b. Category II ($3.75 - $4.25 - $4.75) is appropriate to most current campus Co-op positions because these positions require some specialized skills or advanced coursework as well as more responsibilities than traditional student help positions (e.g., entry level accounting or programming positions; positions requiring exceptional organizing and/or communication skills; and the like). In general, this category would apply to both lower or upper division students.

c. Category III ($5.00 - $5.50 - $6.00) would be appropriate for positions requiring highly specialized skills and/or coursework, related work experience, and substantial responsibilities (e.g., positions requiring: advanced accounting, programming or technical skills; a substantial amount of independent work, supervisory responsibility, and the like). In general, this category would apply only to upper division students, since only these students are likely to possess the necessary coursework and experience in specialized fields (e.g., Computer Science, Accounting).

d. Category IV ($5.25 - $5.75 - $6.25) would only be appropriate in exceptional cases for positions requiring highly specialized skills and advanced coursework, significant prior related experience, and substantial responsibilities. If used, it would likely be applicable only to positions requiring seniors or graduate students in the computer or other highly specialized fields.

7. Below is a brief description of how the four Categories relate to actual off-campus Co-op positions followed by a chart listing typical wages and job titles of the off-campus positions which are most similar to current on-campus Co-op positions (Categories II and III) in terms of qualifications and requirements.

Category I

Category I positions require no special skills or significant responsibilities (e.g., general office work; receptionist; shipping and receiving clerk; basic maintenance work, etc.). Few if any off-campus Co-op positions are appropriate to Category I in terms of wages or qualifications required. In general, Co-op simply not interested in such positions off campus because the work, the positions are not challenging, and because the experience salaries earned are simply not worth postponing graduation and losing diversity services and courses.

**Effective January 1988**
**Categories II and III**

Most on-campus Co-op positions are held by students majoring in Computer Science, Accounting or other business areas. The chart below lists sample job titles and wages of Co-op students in off-campus entry- and advanced-level Co-op positions. The qualifications required of these positions are comparable to the qualifications of the proposed Categories II and III. The wage ranges for Categories II and III are somewhat lower than those paid by off-campus employers.

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Advanced Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mean Hourly Wage</strong></td>
<td><strong>Range</strong></td>
</tr>
<tr>
<td>Accounting</td>
<td>$4.50</td>
</tr>
<tr>
<td>(2) Accounts Payable Clerk</td>
<td>(2) Revenue Agent Trainee</td>
</tr>
<tr>
<td>(3) Bookkeeper</td>
<td>(3) Financial Reporting Technician</td>
</tr>
<tr>
<td>Computer Science</td>
<td>$5.40</td>
</tr>
<tr>
<td>(2) Operator</td>
<td>(2) Assistant Systems Analyst</td>
</tr>
<tr>
<td>(3) Programmer Trainee</td>
<td>(3) Software Engineering Assistant</td>
</tr>
<tr>
<td>General Business and Other</td>
<td>$4.00</td>
</tr>
<tr>
<td>(2) Office Clerk</td>
<td>(2) Management Assistant</td>
</tr>
<tr>
<td>(3) Administrative Trainee</td>
<td>(3) Research Assistant</td>
</tr>
</tbody>
</table>

**Category IV**

As noted above, it is expected Category IV will rarely be used unless the Co-op program moves heavily into the graduate area or unless wages generally increase to the extent that the wage range is needed to attract qualified candidates. The qualifications of some advanced-level off-campus Co-op positions are comparable to Category IV and the wages paid to these students approximate the Category IV wage range ($6.25 - $7.25). (The average paid upper division Computer Science majors is $6.25 per hour; the average paid upper division Business majors is $8.45 per hour.)
MEMORANDUM

April 2, 1984

TO: Agency Heads

FROM: Sandra Biloon

SUBJECT: Cooperative Education Programs in State Service

In recent months we have been contacted by many Colleges and Universities to consider placements for their Cooperative Education Students. Believing, as we do, that these upper level undergraduate and graduate students are an excellent source of highly motivated employees to fill special project management, research and other agency needs, we have designed the attached program to aid Agencies in the selection of Cooperative Education Students.

Interns may be hired under the enclosed Undergraduate (NL-11,$7.50/Hr) and Graduate Student Intern (NL-13,$8.25/Hr) unclassified specifications for periods of time up to six (6) months in duration, including summers. Salaries are paid from existing Agency funds, positions do not effect Agency position count, and fringe benefits do not apply. A special procedure has been arranged with the Office of Policy and Management to ensure that each 200 is considered on its individual merits.

The Federal Government and many of the largest corporations use Cooperative Education Students extensively, finding that such a program cuts recruitment costs, aids in long term employee retention and provides early access to outstanding graduating students with diverse academic and technical background in such areas as Public and Health Administration, Engineering, Finance and Computer Science.

We hope your Agency will wish to participate in this excellent program. For further information please call Rosemary Palmer at 566-5570.

RECEIVED

APR 9 - 1984

Sandra Biloon, Director of Personnel and Labor Relations

THE CONNECTICUT STATE UNIVERSITY

An Equal Opportunity Employer
COOPERATIVE EDUCATION INTERN PROGRAM

PROCEDURE

1. AGENCY writes job description, includes background required

2. STATE PERSONNEL checks over job description, if ok returns to Agency with sample 200

3. AGENCY returns 200 to State Personnel (Rosemary Palmer)

4. STATE PERSONNEL follows 200 through OPM and returns it to the Agency either approved or disapproved

   IF APPROVED: STATE PERSONNEL duplicates job description and sends it to all participating schools for posting

5. SCHOOL post job description

6. STUDENTS apply to school Coop Ed. Program

7. COOP ED OFFICE screens student applications and sends appropriate applications to STATE PERSONNEL

8. STATE PERSONNEL further screens applicants and refers top 3 or 5 to Agency.

9. AGENCY interviews students and does or does not hire

   IF HIRED: 201 is processed through Agency Personnel Office and State Personnel is notified

10. STATE PERSONNEL follows with Program evaluation questionnaire To Agency and Students at end of Internship
UNDERGRADUATE INTERN

UNCLASSIFIED
CLASS CODE: 8949
ITEM NUMBER: 8888c

SUMMARY OF CLASS

This class is established in a State agency or facility as a structured internship program for the purpose of training Bachelor's degree candidates in the practical application of the essential theories, principles, and concepts of their chosen discipline.

SUPERVISION RECEIVED:

Works under the general supervision of an administrative official who approves program and reviews performance and progress, and under the direct supervision of an employee designated by the administrator.

EXAMPLES OF DUTIES:

Received practical training in the application of theories and concepts relevant to the work of the employing agency; assists the professional staff in the performance of their duties; completes independent assignments as appropriate; may prepare reports.

EXPERIENCE AND TRAINING:

Current matriculation in a Bachelor's degree program determined by the Director, Personnel and Labor Relations, to be appropriate preparation for employment in the designated agency.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Sufficient knowledge of the principles, theories and concepts of the appropriate discipline to apply them in practical situations.

CONDITIONS OF APPOINTMENT:

Appointments will be made for no more than six (6) months full time or the part-time equivalent of six (6) months full time employment.

Agencies must obtain approval of individual training programs from the Director, Personnel and Labor Relations, prior to appointment.

This cancels the existing specification for the same class in Salary Group ND 9 approved effective September 21, 1979.
SUMMARY OF CLASS

This class is established in a State agency or facility as a structured internship program for the purpose of training Master's degree candidates in the practical application of the essential theories, principles, and concepts of their chosen discipline.

SUPERVISION RECEIVED:

Works under the general supervision of an administrative official who approves program and reviews performance and progress, and under the direct supervision of an employee designated by the administrator.

EXAMPLES OF DUTIES:

Receives practical training in the application of theories and concepts relevant to the work of the employing agency; assists the professional staff in the performance of their duties; completes independent assignments as appropriate; may prepare reports.

EXPERIENCE AND TRAINING:

Current matriculation in a Master's degree program determined by the Director, Personnel and Labor Relations, to be appropriate preparation for employment in the designated agency.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Sufficient knowledge of the principles, theories and concepts of the appropriate discipline to apply them in practical situations.

CONDITIONS OF APPOINTMENT:

Appointments will be made for no more than six (6) months full time or the part-time equivalent of six (6) months full time employment.

Agencies must obtain approval of individual training programs from the Director, Personnel and Labor Relations, prior to appointment.

cancels the existing specification for the same class in Salary Group ND 11
approved effective September 21, 1979.
POSTING NOTICE

COOPERATIVE EDUCATION PROGRAM

Position

Date: ______________________

Employer: _______________________________________________________

Address: _______________________________________________________

______________________________________________________________ Zip Code: __________ Phone Number: _______________________

Person to Contact: _______________________________________________

Title: __________________________________________________________

Person Initiating Request: _________________________________________

Type of Business: _______________________________________________ 

Job Title: _________________________________________________________ Number of Openings: _______________________

Job Location: ____________________________________________________

Job Description: _________________________________________________

______________________________________________________________ Employment Hours: _______________________

Job Specifications/Requirements (Personal, Educational, Special Skills, Etc.):

______________________________________________________________

Period of Employment (Check Appropriate Box):

□ January 1 to June 30

□ July 1 to December 31

□ Other (specify) _______________________________________________

Salary/Rate: ____________________ per ____________________ Fringe Benefits: _______________________

Immediate Supervisor/Title: _________________________________________

Selection Procedures/Interview Arrangements: ________________________

Additional Information: ___________________________________________

______________________________________________________________
COOPERATIVE EDUCATION AGREEMENT
FOR BACCALAUREATE STUDENTS
BETWEEN

(hereafter called the agency)

and

(hereafter called the institution)

Signed:

Agency Official
Title
Agency Contact
Title
Address

Signed:
Institution Official
Title
Institution Contact
Title
Address
STUDENT EVALUATION

Name ____________________________________________

Employer ________________________________________

Department ______________________ Supervisor & Title ________________________________

Dates of Employment _______________ Starting Wages ________________________________

Ending Wages ________________________________

What were your job responsibilities?
1. 
2. 
3. 
4. Were your tasks clearly defined? Explain.

What type of training did you receive?
1. Orientation to the company
2. Formal training program
3. On-the-job training
4. Other:

Were provisions made for meetings with your supervisor(s)? Explain.

Did you assume additional responsibility as your experience broadened? Explain.

Experiences on the job have related to your academic program?
EMPLOYER EVALUATION

Student's Name________________________________________

Employer _______________________________________________

Department ______________________ Supervisory & Title_________

Dates of Employment ______________________________________

What were the co-op student's responsibilities?

1. 

2. 

3. 

4. 

What type of training was provided?

1. Orientation to the company

2. Formal Training Program

3. On-the-job training

4. Other (classes, etc.)

Were provisions made for supervisory meetings with the student? Explain.

<table>
<thead>
<tr>
<th></th>
<th>excellent</th>
<th>above average</th>
<th>average</th>
<th>below average</th>
<th>poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's attitude</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Quality of work</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Technical competence</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Motivation/industriousness</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Communication skills</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Punctuality</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Interest in job</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Productivity</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Judgement</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Ability to learn</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Planning/organizing ability</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>
RESOLUTION

concerning

UNIVERSITY STUDENT WORKERS' SALARY

May 2, 1986

WHEREAS, The Connecticut State University has need of considerable part-time employment, now therefore be it

RESOLVED, That Board Resolution #80-131 be repealed, and be it further

RESOLVED, That a new position title of University Student Worker, in the unclassified service under the Board of Trustees, be established, and be it further

RESOLVED, That students of the Connecticut State University employed under this new title, as per policy established by Board Resolution #77-39, be entitled to rates as listed below:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Min. or Max.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>Unskilled entry position requiring little or no work experience, and no supervisory responsibility; routine tasks such as desk receptionist or jobs of short duration such as assisting at special events.</td>
<td>$4.00 per hr. or $4.25 per hr.</td>
</tr>
<tr>
<td>Class II</td>
<td>Requiring some experience and/or training sufficient to work at semi-skilled and semi-technical jobs not requiring supervisory responsibility; such as typing, filing and data entry.</td>
<td>$4.50 per hr. or $4.75 per hr.</td>
</tr>
<tr>
<td>Class III</td>
<td>Requiring advanced skills and/or technical knowledge with capability of assuming extra responsibilities such as supervision of others, two years' training and/or experience in the field of assignment; such as computer operator, programmer, activity supervisor and equipment manager, and be it further</td>
<td>$5.00 per hr. or $5.50 per hr.</td>
</tr>
</tbody>
</table>

RESOLVED, This Resolution shall be effective with the pay period beginning June 6, 1986.

A Certified True Copy:

Dallas K. Beal
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
RESOLVED, That payments to undergraduate and graduate students working as Cooperative Education Students shall be at rates as determined by the President of the Connecticut State University but not exceeding rates established from time to time by the Department of Administrative Services for Undergraduate Intern and Graduate Intern, respectively, with the minimum rate for undergraduate students to be not less than the minimum authorized for Student Help and for graduate students not less than 110% of the minimum rate for undergraduate students.

A Certified True Copy:

[Signature]

James A. Frost
President
RESOLUTION

concerning

EMPLOYMENT OF COOPERATIVE EDUCATION STUDENTS

June 15, 1984

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