

RESOLUTION

concerning

EMPLOYMENT OF STUDENT WORKERS

AT

CONNECTICUT STATE UNIVERSITY

October 1, 1998

WHEREAS, An amendment to the rules governing the employment of student workers is necessary to enable certain campus organizations such as newspapers and yearbooks to pay by commission or line-of-type for certain services, and

WHEREAS, The inclusion of this rule adds to the on-campus employment options of CSU students and affords the universities some assistance with the sales of their publications at a reasonable cost, and

WHEREAS, The CSU Chancellor has the authority to review the hourly rate structure once each fiscal year adjusting if necessary and reporting such adjustments to the Board for informational purposes, and

WHEREAS, The hourly rate structure attached hereto remains unchanged, therefore be it

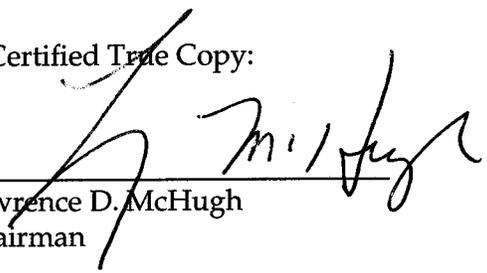
RESOLVED, That Board Resolution 97-56 be rescinded, and the following rules shall be substituted to govern student employment:

- A.
  - 1) The student must be matriculated at one of the CSU System universities and be currently enrolled in courses, or be enrolled in the Intensive English Language Program at any of the universities.
  - 2) In case of the System Office, the student must be matriculated at a public institution of higher education in Connecticut with CSU students given first priority in hiring.
- B.
  - 1) The student must not be on any State payroll other than the student employee payroll of the university and/or the System Office of the Board of Trustees.

2) Employment of Intensive English Language Program non-matriculated students will be funded internally through IELP program fees charged by the employing university.

- C. To be eligible for summer work the student must have been enrolled in the prior spring semester and certify in writing an intention to continue enrollment in the subsequent fall semester or to complete degree requirements during one of the summer sessions.
- D. While spring and fall classes are in session a student may work no more than 40 hours per pay period, however, hours may be increased to 40 hours per week during periods when there are no classes.
- E. The rules of the Federal College Work Study Program, or any similar Federal program shall prevail when in conflict with rules A-D above.
- F. In certain limited instances involving the sale of advertisements/ subsidies for campus media or the setting of print/type, students may be paid by commission or line inch respectively provided that such payment is consistent with state and federal law. The specific rates are determined by the university.

A Certified True Copy:

  
\_\_\_\_\_  
Lawrence D. McHugh  
Chairman

## Attachment to BR#98-62

EFFECTIVE  
January 1, 1999

### CSU Student Worker Pay Rate Schedule

- |           |  |
|-----------|--|
| CLASS I   | Entry level position requiring little or no work experience, and no supervisory responsibility.<br>Range: \$5.65 - \$6.25  |
| CLASS II  | Position requires some experience and/or training sufficient to work at skilled and technical jobs not requiring supervisory responsibility.<br>Range: \$6.00 - \$7.35 |
| CLASS III | Position requires advanced skills and/or technical knowledge with capability of assuming extra responsibilities.<br>Range: \$7.00 - \$8.50                             |
| CLASS IV  | Advanced position requiring skills and knowledge acquired through prior employment or class training experience.<br>Range: \$9.00 - \$11.50                            |

Upon approval of the CSU Chancellor, the rate structure above may be increased for a particular work location between annual reviews of the general rate structure by up to 10 percent in one or more classes in recognition of the local market.

EFFECTIVE  
August 22, 1997

CSU Student Worker Pay Rate Schedule

- CLASS I      Entry level position requiring little or no work experience, and no supervisory responsibility.  
Range: \$5.20 - \$6.25
- CLASS II     Position requires some experience and/or training sufficient to work at skilled and technical jobs not requiring supervisory responsibility.  
Range: \$6.00 - \$7.35
- CLASS III    Position requires advanced skills and/or technical knowledge with capability of assuming extra responsibilities.  
Range: \$7.00 - \$8.50
- CLASS IV    Advanced position requiring skills and knowledge acquired through prior employment or class training experience.  
Range: \$9.00 - \$11.50

Upon approval of the CSU Chancellor, the rate structure above may be increased for a particular work location between annual reviews of the general rate structure by up to 10 percent in one or more classes in recognition of the local market.

**ITEM**

Employment of Student Workers

**BACKGROUND**

The Board has long followed a set of rules governing employment of student workers, and from time to time these rules are revised as appropriate.

**ANALYSIS**

A proposal has been made to amend the rule to enable certain campus organizations such as newspapers and yearbooks to pay by commission or line-of-type for certain services. The addition of this rule adds to the on-campus employment options of CSU students and affords the universities some assistance with the sales of their publications at a reasonable cost.

The Federal Labor Standards Act has been reviewed and a representative of the U.S. Department of Labor consulted regarding whether there is any prohibition against the payment of such commissions to students. We were advised that the students may be compensated by commission if they are engaged in outside sales, so long as they do not spend any more than 20% of their work time in the office on activities unrelated to sales. If the selling is by telemarketing, then commission may only be a "draw against wages." This results in at least minimum wages for hours worked plus commission. It is assumed that no student would work more than 40 hours in a week.

The specific commission and line inch rates will be determined by each university.

**CHANCELLOR'S RECOMMENDATION**

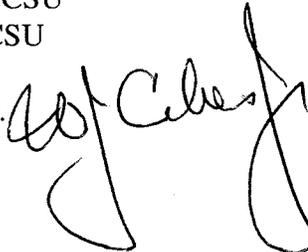
Approval of the revised policy on the employment of student workers.



Connecticut State University System



TO: University Presidents  
Richard Judd, CCSU  
David Carter, ECSU  
Michael Adanti, SCSU  
James Roach, WCSU

FROM: William J. Cibes, Jr.   
Chancellor

DATE: November 16, 1998

SUBJECT: CSU Student Worker Pay Rate Schedule Effective January 1, 1999

Pursuant to BR#98-62, the BOT has delegated to the Chancellor the responsibility to adjust student pay rates in response to changes in the statutes. Because of recent statutory increases in the minimum wage, the CER has recommended that I make those adjustments.

Accordingly, attached is the CSU Student Worker Pay Rate Schedule which will go into effect on January 1, 1999.

mcb

ATT (1)

**Yvette Thiesfield**  
10/20/98 03:32 PM

To: Rebecca Amberg/ChancOff/CSUSO@CSUSO  
cc:  
Subject: Student Worker Pay Rates

FYI. Future BOT reso re student worker rates of pay.

----- Forwarded by Yvette Thiesfield/ChancOff/CSUSO on 10/20/98 03:21 PM -----



**Louise Landry-Carey**  
10/20/98 01:22 PM

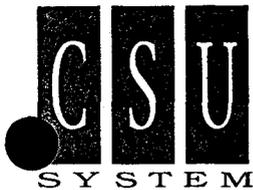


To: scsu::maginniss@csusys.ctstateu.edu, ccu::padual@csusys.ctstateu.edu,  
ecs::jonesd@csusys.ctstateu.edu, wcsu::hawkinsw@csusys.ctstateu.edu  
cc: Louise Landry-Carey/HumanRes/CSUSO@CSUSO, Marquez, Yvette  
Thiesfield/ChancOff/CSUSO@CSUSO  
Subject: Student Worker Pay Rates

The minimum wage is set to increase in January 1999 and January 2000. This has raised the question whether CSU will increase student worker pay rates. The CSU Committee on Employee Relations has recommended the Class I minimum increase from \$5.20 to \$5.65 effective January 1 in order to comply with the law. I will prepare a resolution to bring the student pay rate policy into compliance with the law for consideration by the Board at their 12/11/98 meeting.

We should meet after January 1 to consider overall changes to the pay rates to become effective on or about January 1, 2000. I will contact you in January to schedule a teleconference.

Yvette Melendez Thiesfield  
Chief Administrative Officer  
Connecticut State University System  
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Hartford, CT 06105-2337  
(860) 493-0151 phone / (860) 493-0009 fax  
Email: Thiesfieldy@sysoff.ctstateu.edu



Connecticut State University System

Developing a State of Minds

2.B.



TO: University Presidents  
Richard Judd, CCSU  
David Carter, ECSU  
Michael Adanti, SCSU  
James Roach, WCSU

FROM: William J. Cibes, Jr.   
Chancellor

DATE: February 10, 2000

SUBJECT: Revised CSU Student Worker Pay Rate Schedule

Attached is a revision of the CSU Student Worker Pay Rate Schedule (BR# 98-62) which was originally sent out on November 1, 1999. This came about as a result of the state's minimum wage increase to \$6.15 an hour effective January 1, 2000. At that time we also adjusted the current class structure for these positions by reducing the number of classes from four to three in order to avoid salary compression.

Since this original memo was disseminated, it has been suggested that the feasibility of an increase of 50 cents per hour for all classes be reviewed. This issue was reviewed and discussed at the December 14, 1999 meeting of the Council of Presidents. A \$.50 increase in the maximum rate was approved for certain student workers identified by the universities. These would be granted at the discretion of each President.

The effective date of this revised schedule will be January 14, 2000.

Att: (1)



Connecticut State University System

*Developing a State of Minds*



TO: University Presidents  
Richard Judd, CCSU  
David Carter, ECSU  
Michael Adanti, SCSU  
James Roach, WCSU

FROM: William J. Cibes, Jr.   
Chancellor

DATE: December 4, 2000

SUBJECT: Revised CSU Student Worker Pay Rate Schedule

Attached are revisions of the CSU Student Worker Pay Rate Schedule (BR# 98-62). The current schedule in effect (January 14, 2000) is being revised because the minimum wage in Connecticut will be increased to \$6.40 an hour on January 1, 2001 and increased to \$6.70 an hour on January 1, 2002.

Enclosed are the revised pay rate schedules.

EFFECTIVE DATE  
December 22, 2000

**CSU STUDENT WORKER PAY RATE SCHEDULE**

- CLASS I                    Position requiring no work experience or some experience and/or training sufficient to work at semi-skilled jobs not requiring supervisory responsibility.  
Range: \$6.40 - \$7.85
- CLASS II                    Position requires proven skills and/or technical knowledge with capability of assuming extra responsibilities such as supervision of others.  
Range: \$7.00 - \$9.25
- CLASS III                    Advanced position requiring skills and knowledge acquired through prior employment or training in the appropriate area. This class usually requires supervisory responsibilities or the ability to work independently. This class may be used for the employment of students under the off campus work study program.  
Range: \$8.50 - \$12.00

Upon approval of the CSU Chancellor, the rate structure above may be increased for a particular work location between annual reviews of the general rate structure by up to ten percent in one or more classes in recognition of the local market.

Reference: BR# 98-62

EFFECTIVE DATE  
December 21, 2001

**CSU STUDENT WORKER PAY RATE SCHEDULE**

- CLASS I                    Position requiring no work experience or some experience and/or training sufficient to work at semi-skilled jobs not requiring supervisory responsibility.  
Range: \$6.70 - \$8.20
- CLASS II                    Position requires proven skills and/or technical knowledge with capability of assuming extra responsibilities such as supervision of others.  
Range: \$8.00 – \$9.50
- CLASS III                    Advanced position requiring skills and knowledge acquired through prior employment or training in the appropriate area. This class usually requires supervisory responsibilities or the ability to work independently. This class may be used for the employment of students under the off campus work study program.  
Range: \$9.00 - \$12.00

Upon approval of the CSU Chancellor, the rate structure above may be increased for a particular work location between annual reviews of the general rate structure by up to ten percent in one or more classes in recognition of the local market.

Reference: BR# 98-62