


CALIFORNIA INSTITUTE OF TECHNOLOGY  
STAFF PERSONNEL MEMORANDA

SUBJECT <b>WAGE AND SALARY PLAN CALTECH STUDENT EMPLOYEES ON CAMPUS</b>	MEMO NO. <u>10-3</u>
	PAGE <u>1</u> OF <u>3</u>
	DATE <u>10/1/76</u>
APPROVED <u></u> , VICE PRESIDENT FOR BUSINESS AND FINANCE	

(This supersedes Memo No. 10-3, dated 3/1/64)

- \*1. Policy - Employment of Caltech students and their spouses is given special attention as part of the Institute's program to provide financial assistance to our students.
2. General
  - \*a. Student Classifications - All student employees will be considered in a classification which is part of the overall wage and salary plan of the Institute. This classification, coded B, will be divided into seven groups as follows:
    - B100 - Undergraduate - General Work  
Includes Library, Lifeguard, Dining Room Assistant.
    - B200 - Graduate - General Work  
Includes Library, Lifeguard, Dining Room Assistant.
    - B300 - Undergraduate - Technical Work  
Duties involve use of educational background, initiative and judgement to perform technical work.
    - B400 - Graduate - Technical Work  
Duties involve use of educational background, initiative and judgment to perform technical work. Plus GLA's (Graduate Lab Assistants).
    - B500 - Graduate Research Assistants (GRA's)
    - B600 - Undergraduate Teaching Assistants (UTA's)
    - B700 - Graduate Teaching Assistants (GRA's)

Rate ranges for the above classifications are listed in Memo 10-1. Student employees will normally remain in the B classification as long as they are students, even though their working schedules are changed during vacations.
  - \*b. Student Employees - The following paragraphs cover all Caltech students employed on the campus other than officially appointed graduate teaching assistants (GTA), graduate research assistants (GRA), and graduate laboratory assistants (GLA). For additional details on GTA's, GRA's and GLA's, see Memo 10-4.

\*Denotes change/addition

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3. Performance Review - students should receive a performance review from their supervisor at least once each year.
- \*4. Merit Increases - a merit increase, usually of not more than 15%, may be given during each year.
5. Christmas and Spring Vacation Work
  - a. If a student is being placed on the payroll for just the Christmas or Spring vacation period, this can be accomplished with just one Employee Status Notice. Note starting and termination dates under "Effective Date" and check "End of Temporary Employment" under "Termination" as well as filling out information for "New Employee". Explain in "Remarks" section.
  - b. Students already on the payroll can be reimbursed for increased hours without an Employee Status Notice.
    - (1) If paid on hourly basis - report increased hours on time card..
    - (2) If paid on monthly salary basis - fill out one form P-64, "Time Payable in Addition to Monthly Salary" at the conclusion of the vacation period.
6. Summer Vacation Work - student employees will remain in the student classification during the summer vacation even though they might work full time. An Employee Status Notice should be issued to record any long term increases in scheduled hours. If type or difficulty of work warrants a change, the student should be transferred to the applicable "B" classification and the pay changed accordingly.
- \*7. Employment In Additional Departments - To insure compliance with Wage and Hour Laws, each division/department will be notified by the Personnel Records section when employment of a Caltech student involves more than one Campus division or department. The notification memo will advise the division/department of its potential liability to pay over-time premium when the student's combined hours worked exceed eight (8) in one day or forty (40) in a work week. Under this policy, the last employing division/department incurs the overtime premium, if any.

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Caltech students should be asked by their prospective supervisors, particularly during summer vacations and holidays, if they are currently employed in another division/department and request that they provide the total number of hours worked per week. This will enable the supervisor to determine, before employing the student, if the division/department is willing to incur the potential liability of overtime premium.

\*8. Benefits

- a. Group Insurance and Pension Plans - Institute students, whose employment is only incidental to the pursuit of an academic program, are not eligible for staff or faculty group insurance such as health, life, accident or long term disability or any retirement program.
- b. Paid Leave - Normally none of the paid leave benefits will apply to Institute student employees since they generally will work less than 20 hours per week. However, for students regularly scheduled to work 20 hours or more per week during the summer vacation, paid holidays and sick leave will apply on the same basis as to staff employees. Accrued but unused sick leave will be cancelled when the student's scheduled work hours are reduced to under 20 hours per week. The regular sick leave records must be maintained. (See Personnel Memos Nos. 15-3 and 60).

\*9. Exceptions

Any exception to this policy requires the approval of the Vice President for Business Affairs and appropriate Dean or designee.

\*Denotes change/addition