

POLICY

Effective Date: May 31, 2019 (ASB-19-S-49)
 Approved By: AS Executive Board

Cancels: AS Salary Determination Policy Revised 3-30-17 (ASB-17-S-2)
 See Also: AS Personnel Policy Revised 3-8-19 (ASB-19-W-55)
 WWU Student Employment Center Guidelines
http://www.finaid.wwu.edu/studentjobs/employers/resources/wage_schedule/current_wage_schedule.php

POL-AS-FIN-05 DETERMINING AS STUDENT EMPLOYEE WAGES

This policy describes the hourly rate of compensation for all student positions funded by the Associated Students.

Definitions:

Associated Students (AS) – All currently enrolled students at Western Washington University.

Wage Tool – Internal AS Spreadsheet used to track Wage Levels for all AS employees.

1. **AS Student Positions Must Conform with University Classification and Wage Levels.**
2. **Changes to AS Wages Occur when the University Wage Schedule Changes or when Changes to this AS Policy Occur.**

After notification of changes to this AS Policy or changes to the University Wage Schedule (typically with minimum wage increases) the Fiscal Tech 1 will work with the AS Personnel Office in consultation with the AS Business Director to create a new Wage Tool. Wage changes go into effect simultaneously with University changes or as passed by the AS Executive Board.

3. **AS Positions Receive AS Wage Level Classifications Based on Type of Work as Stated in the AS Personnel Policy.**
4. **AS Wages are Determined by Adding a Fixed Number to WWU Category Minimums**

The following table defines the process for calculating AS Wages:

AS Level	WWU Category	Addition to minimum of WWU Classification Level
1A	1	\$0.10
1B	1	\$0.50
2A	2	\$0.00
2B	2	\$0.30
2C	2	\$0.65
3A	3	\$0.00
3B	3	\$0.15

(For example, if the WWU minimum for category 2 is \$14.85/hour, the wage for positions at the 2B level would be \$14.85 + \$0.30, or \$15.15/hour.)

Exception: The wages for positions receiving stipends are determined separately.



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5. **The Pay Gap in AS Wages Must Not Exceed \$3.50**

If WWU level changes to make the gap between the lowest and highest paid positions in the AS more than \$3.50, then this policy should be revised to address the gap.

6. **The Policy for Determining AS Wages is Reviewed on an Annual Basis**

The AS Business Director and the AS Personnel Committee shall evaluate this policy at least once per academic year. Policy approval by the AS Executive Board is required.

