WORK-STUDY STUDENT WAGES
Proposed Changes to Pay Scale and Levels

Summary: After meeting with various supervisors and departments, we would like to recommend changes to the pay scales for student positions. There are some departments that are already hiring at a higher rate than the pay scale listed and there are departments that do not give raises for the entire time a student is a work-study student because they want them to work 19 hours a week. We have extremes that need to be managed so that we are able to have a competitive job title for students and an environment where students can learn, gain experience and receive fair pay during their time here at UTSA. With that in mind, we propose the following changes:

- Remove undergraduate label for Student Assistant I and graduate label for Student Assistant II
- Keep Student Assistant I and Student Assistant II, but have 4 levels of pay for each.
- Model each level based on years of experience and scope. For example:
  - Student Assistant I – focus on years of experience but low scope of responsibility (file clerk, office worker)
  - Student Assistant II – use this level for positions with a higher scope of responsibility (supervisors, coordinators, instructors, life guards). In some cases, positions have higher levels of responsibility and we should acknowledge that for the student
- Change the work-study award to $4500 for the fall/spring and $1800 for the summer – allowing students to continue working 19 hours
- Increase starting salary above minimum wage to stay competitive with local businesses
- Create Student Clerk I and Student Clerk II and model after the Student Assistant positions with 4 levels each. This will allow departments to use student wages and keep it consistent with the work-study positions when needed. In some cases, departments and/or students run out of work-study eligibility but the student is still working in that position. We need to keep the levels consistent so that the department can simply move the student to a Student clerk position, at the same level and pay from student wages. This will also allow departments to hire a student for the same position regardless of the fund source (work-study or wages).
- Work with department supervisors to create an evaluation process (required or strongly encouraged) and opportunity for students to receive raises each year. We really need to work with supervisors and make sure students are receiving fair pay for the positions, especially after they have some experience in the department. Some supervisors are not raising the pay for students the entire 4 years because they don’t want to lose the number of hours a student can work (maximum work-study award for the year). We have to work with the departments so they understand that while you may not have the 19 hours per week, you have an experienced student that may be able to get the work done in 15 hours instead of 19. This will be a culture shift for some but a necessary change.
- On a case by case basis, allow some students to work more than 19 hours per week during the year (this would require justification and approval from the VPSA). We are struggling to keep students here on campus because they need to work more than 19 hours to pay their bills. In some areas, there are positions that could be 25-30 hours. We need to review this to determine if it is feasible. It may have to be for shorter periods of time, not the entire academic year.
- Raise the Supplemental Instructor salary to starting at $9 (requires a higher GPA and be at least a sophomore).
- 1st time Tutors are already starting at $8.54 – need to review this pay scale as well (work with Leticia Duncan/TRC)
Model and Pay Scales

Student Assistant I/Student Clerk I (based on experience, low scope)
1. $7.50 – no experience, low scope
2. $7.75 – 1 year experience, low scope
3. $8.00 – 2 years experience, low scope
4. $8.25 – 3+ years experience, low scope

Student Assistant II/Student Clerk II (based on scope of positions)
1. $8.00 – less than 1 year experience, high scope
2. $8.25 – at least 1 year experience, high scope
3. $8.50 – at least 2 years experience, high scope
4. $8.75 – 3+ years experience, high scope

Items to Develop:
- Work with Human Resources to change the pay scales as listed above
- Develop a basic student evaluation to assist departments in the process of reviewing and potentially upgrading students’ pay each year
- Create definitions for low scope versus high scope positions
- Collect Job Descriptions based on the new definitions
- Develop training for supervisors including the following:
  - Evaluations
  - Ongoing training on supervision
  - Creating Job Descriptions
  - Professional Development training – True Colors
- Develop Professional Development opportunities for students – first on the agenda is a True Colors session to be offered in the fall
- Create random audits of departments for work-study including:
  - Timesheet evaluation
  - Evaluation process
  - Pay rates
  - Job Descriptions