1. POLICY

Employment of Caltech students is given special attention as part of the Institute’s program to provide financial assistance to our students.

2. GENERAL

a. Student Classifications - As a part of the wage and salary plan, student employee classification code B identifies the type of work performed in one of the following fifteen groups:

   B100 - Undergraduate - General Work
   Includes Library, Lifeguard, and 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 judgment to perform

   B400 - Graduate - Technical Work
   Duties involve use of educational background, initiative and judgment to perform

   B450 - Graduate Lab Assistant (GLA)

   B500 - Graduate Research Assistant (GRA)

   B600 - Undergraduate Teaching Assistant (UTA)

   B700 - Graduate Teaching Assistant (GTA)

   B750 - Cash Grants

   B800 - Cash Grant Fellowship

   B850 – Mellon Fellowship
b. Rate ranges for the above classifications (excluding Fellowships) are listed in PM 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.

c. Student Employees - The following paragraphs cover all Caltech students employed on the campus other than officially appointed Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Laboratory Assistant (GLA). For additional details on GTA, GRA, and GLA, see PM 10-4.

3. SUMMER VACATION WORK

Student employees will remain in the student classification during the summer vacation even though they might work full time. An EDA transaction 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.

4. EMPLOYMENT IN ADDITIONAL DEPARTMENTS

All student employee assignments (both active and suspended) can be viewed within the Oracle HR system. If the student’s bi-weekly hourly assignment(s) combined hours worked exceed eight (8) in one day or forty (40) in a work week the last employing division/department incurs the overtime premium, if any.

Whenever possible, it is advisable to arrange a specific work schedule with the student Employee and note this in the Kronos timekeeping system. This notation will help prevent any misunderstandings about work schedules and overtime premium pay.

5. 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 - None of the paid leave benefits will apply to Institute student employees regardless of the number of hours worked per week.

6. EXCEPTIONS

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