



CONNECTICUT STATE UNIVERSITY

P.O. BOX 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

COOPERATIVE EDUCATION STUDENT PAY RATES

November 6, 1987

WHEREAS, The hourly rate for student workers was increased in May of 1986 (BR#86-65), and


WHEREAS, The hourly rate for cooperative students has not changed since September of 1984 (BR#84-90), be it

RESOLVED, That the hourly rate under the four categories of employment under the Cooperative Program be increased effective January 1, 1988, as follows:

STEPS

Category 1	\$4.25	\$4.35	\$4.50	per hour
Category 2	4.75	5.25	5.75	" "
Category 3	6.00	6.50	7.00	" "
Category 4	7.00	7.50	8.00	" "

A Certified True Copy:


Dallas K. Beal
President

Back up to BR8490

Tab M

WAGES HAVE BEEN INCREASED BY BOARD RESOLUTION 87-167 effective January 1, 1988



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

September 25, 1984

TO: CAMPUS PRESIDENTS

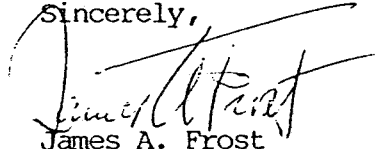
- Dr. F. Don James (CCSU)
- Dr. Charles R. Webb (ECSU)
- Dr. Stephen Feldman (WCSU)
- Mr. Michael J. Adanti (SCSU)

RE: Cooperative Education Student Wage Schedule

In accordance with Board Resolution #84-90, the enclosed schedule lists the hourly wages for each category of cooperative education student employed by the Connecticut State University. Also attached is an explanation of the categories and wage rates.

This resolution (#84-90) and wage schedule were effective July 1, 1984.

Sincerely,



James A. Frost
President

Encl.

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

See also BR#87-167

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

EMPLOYMENT OF COOPERATIVE EDUCATION STUDENTS

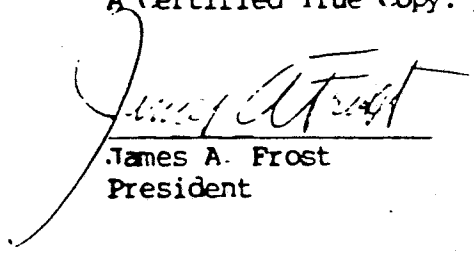
June 15, 1984

- WHEREAS, The Board of Trustees, through Board Resolution #83-19, approved the employment within the Connecticut State University of students enrolled in the Cooperative Education Program on any of the four campuses in a category to be entitled Cooperative Education Student, and
- WHEREAS, The Personnel Division of the Department of Administrative Services, on April 2, 1984, issued a memorandum which provides that the previously established classifications of Undergraduate Intern and Graduate Intern may be used by other State agencies employing students from the Cooperative Education Program and, further, sets hourly rates of pay for these classifications, be it
- RESOLVED, That Board Resolution #83-19 shall be rescinded and this resolution shall be effective as of July 1, 1984, and be it
- RESOLVED, That students enrolled in the Cooperative Education Program at any one of the four State Universities may be employed anywhere within the Connecticut State University in a category entitled Cooperative Education Student, and be it
- RESOLVED, That appointment to the category of Cooperative Education Student shall conform to the procedures set forth in Board Resolution #78-21 any future version thereof, and be it
- RESOLVED, That appointments shall be made on a semester by semester basis and that any student appointed to such a position may hold the appointment throughout the period between semesters of on-campus and off-campus study, and be it

- 2 -

RESOLVED, That payments to undergraduate and graduate students working as Cooperative Education Students shall be at rates as determined by the President of the Connecticut State University but not exceeding rates established from time to time by the Department of Administrative Services for Undergraduate Intern and Graduate Intern, respectively, with the minimum rate for undergraduate students to be not less than the minimum authorized for Student Help and for graduate students not less than 110% of the minimum rate for undergraduate students.

A Certified True Copy:


James A. Frost
President

CONNECTICUT STATE UNIVERSITY
 Cooperative Education Student
 Position Categories and Wage Ranges

<u>Category</u>	<u>Hourly Wage Range</u>	<u>Qualifications</u>
I	3.37-3.47-3.62 \$4.25 - \$4.35 - \$4.50 per BR#87-167	<ol style="list-style-type: none"> 1. Specialized skills and/or advanced coursework not required. 2. Related experience not required. 3. Position involves no special responsibilities.
II	3.75-4.25-4.75 \$4.25 - \$5.25 - \$5.75 per BR# 87-167	<ol style="list-style-type: none"> 1. Some specialized skills and/or advanced coursework required. 2. Related experience not required. 3. Position involves limited special responsibilities.
III	5.00-5.50-6.00 \$6.00 - \$6.50 - \$7.00 per BR# 87-167	<ol style="list-style-type: none"> 1. Significant specialized skills and/or advanced coursework required. 2. Related experience required. 3. Position involves substantial responsibilities.
IV	6.25-6.75-7.25 \$7.00 - \$7.50 - \$8.00 per BR# 87-167	<ol style="list-style-type: none"> 1. Highly specialized skills and advanced coursework required. 2. Substantial related experience required. 3. Position involves substantial responsibilities.

Process:

1. The category (I-IV) of the position should be determined at the time the position is established and it should be stated in the position announcement.
2. The hourly wage range should be determined at the time the position is established and the range should be stated in the position announcement. In accordance with standard personnel procedures, it is not necessary to offer the entire range. It is only necessary that the wage offered applicants be within the range announced and within the range of the category.
3. The supervisor will determine the actual wage within the announced range on the basis of the candidate's experience and qualifications.

EXPLANATION OF THE
CATEGORIES AND WAGES
FOR
COOPERATIVE EDUCATION STUDENT POSITIONS

1. The four categories (I-IV) of Cooperative Education student positions are distinguished according to whether and to what degree a particular position requires:
 - a. Special skills and/or advanced coursework (e.g., programming or accounting skills).
 - b. Related work experience (e.g., either through the Co-op Program or through private employment).
 - c. Special responsibilities (e.g., will work independently; will supervise others, etc.).
2. The wage ranges for each category were determined according to the qualifications required of and wages paid for similar Co-op positions by private employers, and with consideration given to available resources and wages paid similar positions on campus. The wage ranges are somewhat lower than those for similar positions outside the university to compensate for some of the advantages of on-campus employment (e.g., lower transportation costs, access to university services and courses, and the like). To facilitate bookkeeping, the "ranges" should be treated as "steps" so that a Category II Co-op student would receive ~~\$3.75~~, ~~\$4.25~~, or ~~\$4.75~~ per hour (versus \$3.75, \$3.76, \$3.77\$4.75). *\$4.75 \$5.25 \$5.75 per BR 87-167 effective January 1, 1988*
3. Both the general description of the four categories and the wage ranges (steps) for each category ensure the supervisor (department or unit) has maximum flexibility to determine the appropriate category and wage of each position depending upon available resources and the skills, experience, and responsibility required of the position.
4. Determination of the appropriate category of a given position and of the wage range to be available should be made in consultation with the appropriate Cooperative Education Coordinator at the time the position is established to ensure consistency with other similar positions on and off campus.
5. The actual hourly wage offered to a candidate must fall within the range advertised and should be based upon the candidate's particular experience and qualifications.
 - . It is not necessary to offer the entire range (e.g., only one step may be used). It is only necessary that the step offered a candidate be within the range announced.
 - . In general, a lower division student and/or a student without prior experience should be paid at the lowest step of the category (e.g., at ~~\$3.75~~ per hour in Category II), whereas a student with prior experience (e.g., a student returning to the same Co-op position a second time) could be offered the second step within the range (~~\$4.25~~ per hour, or a \$.50 increase). *\$5.25 per BR # 87-167 effective January 1, 1988*

6. A summary chart listing examples of the kinds of positions appropriate to each category both on and off campus, and the range of hourly wages paid such positions by private Co-op employers follow. In general:

- a. Category I (current student help wage range: ~~\$3.37 - \$3.47 - \$3.62~~ ^{4.25 4.35 4.50} per BR 87-167) is appropriate to positions traditionally held by student help which require no special skills, advanced coursework, experience or responsibilities (e.g., general office skills). In general, these positions would be sought mostly by lower division students since upper division students generally seek positions requiring skills directly related to their major (advanced coursework). *effective January, 1988*
- b. Category II (~~\$3.75 - \$4.25 - \$4.75~~ ^{\$4.75 \$5.25 \$5.75} per BR 87-167) is appropriate to most current campus Co-op positions because these positions require some specialized skills or advanced coursework as well as more responsibilities than traditional student help positions (e.g., entry level accounting or programming positions; positions requiring exceptional organizing and/or communication skills; and the like). In general, this category would apply to both lower or upper division students.
- c. Category III (~~\$5.00 - \$5.50 - \$6.00~~ ^{\$6.00 6.50 7.00} per BR # 87-167) would be appropriate for positions requiring highly specialized skills and/or coursework, related work experience, and substantial responsibilities (e.g., positions requiring: advanced accounting, programming or technical skills; a substantial amount of independent work, supervisory responsibility, and the like). In general, this category would apply only to upper division students, since only these students are likely to possess the necessary coursework and experience in specialized fields (e.g., Computer Science, Accounting).
- d. Category IV (~~\$6.25 - \$6.75 - \$7.25~~ ^{\$7.00 \$7.50 \$8.00} per BR # 87-167) would only be appropriate in exceptional cases for positions requiring highly specialized skills and advanced coursework, significant prior related experience, and substantial responsibilities. If used, it would likely be applicable only to positions requiring seniors or graduate students in the computer or other highly specialized fields.

7. Below is a brief description of how the four Categories relate to actual off-campus Co-op positions followed by a chart listing typical wages and job titles of the off-campus positions which are most similar to current on-campus Co-op positions (Categories II and III) in terms of qualifications and requirements.

Category I

Category I positions require no special skills or significant responsibilities (e.g., general office work; receptionist; shipping and receiving clerk; basic maintenance work, etc.). Few if any off-campus Co-op positions are appropriate to Category I in terms of wages or qualifications required. In general, Co-op students are simply not interested in such positions off campus because the wages are low, the positions are not challenging, and because the experience and salaries earned are simply not worth postponing graduation and losing university services and courses.

Categories II and III

Most on-campus Co-op positions are held by students majoring in Computer Science, Accounting or other business areas. The chart below lists sample job titles and wages of Co-op students in off-campus entry and advanced-level Co-op positions. The qualifications required of these positions are comparable to the qualifications of the proposed Categories II and III. The wage ranges for Categories II and III are somewhat lower than those paid by off-campus employers.

	<u>ENTRY LEVEL</u>			<u>ADVANCED LEVEL</u>		
	<u>Mean Hourly Wage</u>	<u>Range</u>	<u>Job Titles</u>	<u>Mean Hourly Wage</u>	<u>Range</u>	<u>Job Titles</u>
Accounting	\$4.50	\$3.75-5.50	(1) Accounting Clerk (2) Accounts Payable Clerk (3) Bookkeeper	\$6.25	\$4.50-8.50	(1) Internal Auditor (2) Revenue Agent Trainee (3) Financial Reporting Technician
Computer Science	\$5.40	\$4.00-6.10	(1) Data Entry Clerk (2) Operator (3) Programmer Trainee	\$8.45	\$7.00-12.50	(1) Programmer (2) Assistant Systems Analyst (3) Software Engineering Assistant
General Business and Other	\$4.00	\$3.50-4.50	(1) Administrative Assistant (2) Office Clerk (3) Administrative Trainee	\$5.75	\$5.00-8.00	(1) Management Trainee (2) Management Assistant (3) Research Assistant

Category IV

As noted above, it is expected Category IV will rarely be used unless the Co-op program moves heavily into the graduate area or unless wages generally increase to the extent that the wage range is needed to attract qualified candidates. The qualifications of some advanced-level off-campus Co-op positions are comparable to Category IV and the wages paid to these students approximate Category IV wage range (~~\$6.25 - \$7.25~~ ^{7.00 - 8.00}). (The average paid upper division engineering majors is \$6.25 per hour; the average paid upper division Computer Science majors is \$8.45 per hour.)

By BR 82-1 effective January 1!

FYI. DPA'S 4/11/84



STATE OF CONNECTICUT
PERSONNEL DIVISION
DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE OFFICE BUILDING HARTFORD, CONNECTICUT 06106

MEMORANDUM

April 2, 1984

TO: Agency Heads
FROM: Sandra Biloon
SUBJECT: Cooperative Education Programs in State Service:

In recent months we have been contacted by many Colleges and Universities to consider placements for their Cooperative Education Students. Believing, as we do, that these upper level undergraduate and graduate students are an excellent source of highly motivated employees to fill special project management, research and other agency needs, we have designed the attached program to aid Agencies in the selection of Cooperative Education Students.

Interns may be hired under the enclosed Undergraduate (NL-11, \$7.50/Hr) and Graduate Student Intern (NL-13, \$8.25/Hr) unclassified specifications for periods of time up to six (6) months in duration, including summers. Salaries are paid from existing Agency funds, positions do not effect Agency position count, and fringe benefits do not apply. A special procedure has been arranged with the Office of Policy and Management to ensure that each 200 is considered on its individual merits.

The Federal Government and many of the largest corporations use Cooperative Education Students extensively, finding that such a program cuts recruitment costs, aids in long term employee retention and provides early access to outstanding graduating students with diverse academic and technical background in such areas as Public and Health Administration, Engineering, Finance and Computer Science.

We hope your Agency will wish to participate in this excellent program. For further information please call Rosemary Palmer at 566-5570.

Sandra Biloon
Sandra Biloon, Director of
Personnel and Labor Relations

RECEIVED

APR 9 - 1984

THE CONNECTICUT
STATE UNIVERSITY

RP/smc

COOPERATIVE EDUCATION INTERN PROGRAM

PROCEDURE

1. AGENCY writes job description, includes background required
2. STATE PERSONNEL checks over job description, if ok returns to Agency with sample 200
3. AGENCY returns 200 to State Personnel (Rosemary Palmer)
4. STATE PERSONNEL follows 200 through OPM and returns it to the Agency either approved or disapproved
IF APPROVED: STATE PERSONNEL duplicates job description and sends it to all participating schools for posting
5. SCHOOL post job description
6. STUDENTS apply to school Coop Ed. Program
7. COOP ED OFFICE screens student applications and sends appropriate applications to STATE PERSONNEL
8. STATE PERSONNEL further screens applicants and refers top 3 or 5 to Agency.
9. AGENCY interviews students and does or does not hire
IF HIRED: 201 is processed through Agency Personnel Office and State Personnel is notified
10. STATE PERSONNEL follows with Program evaluation questionnaire To Agency and Students at end of internship

UNDERGRADUATE INTERN

UNCLASSIFIED
CLASS CODE: 8949
ITEM NUMBER: 8888c

NL 11 ^{7.50} \$5.50 per hr.

Effective Date

JAN 11 1980

SUMMARY OF CLASS

This class is established in a State agency or facility as a structured internship program for the purpose of training Bachelor's degree candidates in the practical application of the essential theories, principles, and concepts of their chosen discipline.

SUPERVISION RECEIVED:

Works under the general supervision of an administrative official who approves program and reviews performance and progress, and under the direct supervision of an employee designated by the administrator.

EXAMPLES OF DUTIES:

Receives practical training in the application of theories and concepts relevant to the work of the employing agency; assists the professional staff in the performance of their duties; completes independent assignments as appropriate; may prepare reports.

EXPERIENCE AND TRAINING:

Current matriculation in a Bachelor's degree program determined by the Director, Personnel and Labor Relations, to be appropriate preparation for employment in the designated agency.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Sufficient knowledge of the principles, theories and concepts of the appropriate discipline to apply them in practical situations.

CONDITIONS OF APPOINTMENT:

Appointments will be made for no more than six (6) months full time or the part-time equivalent of six (6) months full time employment.

Agencies must obtain approval of individual training programs from the Director, Personnel and Labor Relations, prior to appointment.

This cancels the existing specification for the same class in Salary Group ND 9 approved effective September 21, 1979.

GRADUATE INTERN

UNCLASSIFIED
CLASS CODE: 4119
ITEM NUMBER: 8888c

8.25
NL 13 \$7.25 per hr.
Effective Date

JAN 11 1980

SUMMARY OF CLASS

This class is established in a State agency or facility as a structured internship program for the purpose of training Master's degree candidates in the practical application of the essential theories, principles, and concepts of their chosen discipline.

SUPERVISION RECEIVED:

Works under the general supervision of an administrative official who approves program and reviews performance and progress, and under the direct supervision of an employee designated by the administrator.

EXAMPLES OF DUTIES:

Receives practical training in the application of theories and concepts relevant to the work of the employing agency; assists the professional staff in the performance of their duties; completes independent assignments as appropriate; may prepare reports.

EXPERIENCE AND TRAINING:

Current matriculation in a Master's degree program determined by the Director, Personnel and Labor Relations, to be appropriate preparation for employment in the designated agency.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Sufficient knowledge of the principles, theories and concepts of the appropriate discipline to apply them in practical situations.

CONDITIONS OF APPOINTMENT:

Appointments will be made for no more than six (6) months full time or the part-time equivalent of six (6) months full time employment.

Agencies must obtain approval of individual training programs from the Director, Personnel and Labor Relations, prior to appointment.

Replaces the existing specification for the same class in Salary Group ND 11
revised effective September 21, 1979.

POSTING NOTICE

COOPERATIVE EDUCATION PROGRAM

Position

Date: _____

Employer: _____

Address: _____

Zip Code: _____ Phone Number: _____

Person to Contact: _____

Title: _____

Person Initiating Request: _____

Type of Business: _____

Job Title: _____ Number of Openings: _____

Job Location: _____

Job Description: _____

Employment Hours: _____

Job Specifications/Requirements *(Personal, Educational, Special Skills, Etc.):*

Period of Employment *(Check Appropriate Box):*

January 1 to June 30

July 1 to December 31

Other *(specify)* _____

Salary/Rate: _____ per _____ Fringe Benefits: _____

Immediate Supervisor/Title: _____

Selection Procedures/Interview Arrangements: _____

Additional Information: _____

COOPERATIVE EDUCATION AGREEMENT
FOR BACCALAUREATE STUDENTS
BETWEEN

(hereafter called the agency)

and

(hereafter called the institution)

Signed:

Agency Official

Date

Title

Agency Contact

Telephone

Title

Address

Signed:

Institution Official

Date

Title

Institution Contact

Telephone

Title

Address

STUDENT EVALUATION

Name _____

Employer _____

Department _____ Supervisor & Title _____

Dates of Employment _____ Starting Wages _____

Ending Wages _____

What were your job responsibilities?

- 1.
- 2.
- 3.
- 4.

Were your tasks clearly defined? Explain.

What type of training did you receive?

1. Orientation to the company
2. Formal training program
3. On-the-job training
4. Other:

Were provisions made for meetings with your supervisor(s)? Explain.

Did you assume additional responsibility as your experience broadened? Explain.

Experiences on the job have related to your academic program?

EMPLOYER EVALUATION

Student's Name _____

Employer _____

Department _____ Supervisor & Title _____

Dates of Employment _____

What were the co-op student's responsibilities?

- 1.
- 2.
- 3.
- 4.

What type of training was provided?

1. Orientation to the company
2. Formal Training Program
3. On-the-job training
4. Other (classes, etc.)

Were provisions made for supervisory meetings with the student? Explain.

	excellent	above average	average	below average	poor
Student's attitude	★	★	★	★	★
Quality of work	★	★	★	★	★
Technical competence	★	★	★	★	★
Motivation/industriousness	★	★	★	★	★
Communication skills	★	★	★	★	★
Punctuality	★	★	★	★	★
Interest in job	★	★	★	★	★
Interpersonal skills	★	★	★	★	★
Productivity	★	★	★	★	★
Judgement	★	★	★	★	★
Ability to learn	★	★	★	★	★
Planning/organizing ability	★	★	★	★	★
Dependability	★	★	★	★	★



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

UNIVERSITY STUDENT WORKERS' SALARY

May 2, 1986

WHEREAS, The Connecticut State University has need of considerable part-time employment, now therefore be it

RESOLVED, That Board Resolution #80-131 be repealed, and be it further

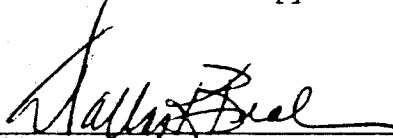
RESOLVED, That a new position title of University Student Worker, in the unclassified service under the Board of Trustees, be established, and be it further

RESOLVED, That students of the Connecticut State University employed under this new title, as per policy established by Board Resolution #77-39, be entitled to rates as listed below:

		<u>Min. or Max.</u>
Class I	Unskilled entry position requiring little or no work experience, and no supervisory responsibility; routine tasks such as desk receptionist or jobs of short duration such as assisting at special events.	\$4.00 per hr. or \$4.25 per hr.
Class II	Requiring some experience and/or training sufficient to work at semi-skilled and semi-technical jobs not requiring supervisory responsibility; such as typing, filing and data entry.	\$4.50 per hr. or \$4.75 per hr.
Class III	Requiring advanced skills and/or technical knowledge with capability of assuming extra responsibilities such as supervision of others, two years' training and/or experience in the field of assignment; such as computer operator, programmer, activity supervisor and equipment manager, and be it further	\$5.00 per hr. or \$5.50 per hr.

RESOLVED, This Resolution shall be effective with the pay period beginning June 6, 1986.

A Certified True Copy:



 Dallas K. Beal
 President

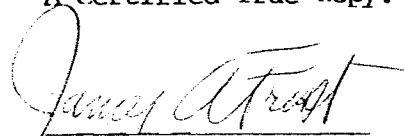
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A Certified True Copy:



James A. Frost
President



THE CONNECTICUT STATE UNIVERSITY

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RESOLUTION

concerning

EMPLOYMENT OF COOPERATIVE EDUCATION STUDENTS

June 15, 1984

- WHEREAS, The Board of Trustees, through Board Resolution #83-19, approved the employment within the Connecticut State University of students enrolled in the Cooperative Education Program on any of the four campuses in a category to be entitled Cooperative Education Student, and
- WHEREAS, The Personnel Division of the Department of Administrative Services, on April 2, 1984, issued a memorandum which provides that the previously established classifications of Undergraduate Intern and Graduate Intern may be used by other State agencies employing students from the Cooperative Education Program and, further, sets hourly rates of pay for these classifications, be it
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- RESOLVED, That appointments shall be made on a semester by semester basis and that any student appointed to such a position may hold the appointment throughout the period between semesters of on-campus and off-campus study, and be it