Student Employment
Effective 8-25-14

The following policy is intended to streamline the hiring process for offices/departments hiring student workers. Department/Office budgets for student employment are not being increased, so supervisors need to be careful to not exceed student salary budgets. Student hire forms can now be completed (within the following policy), be signed by the student, and sent to Payroll.

Any students currently working will not have a salary reduction (if the following policy would warrant a lower salary) but will continue working under current salary amounts. All students hired after 8-25-14, will be subject to the following structure:

- **First year student is employed** in your dept/office - $7.25 - $8.00, depending upon responsibilities & skill level required and experience of each student (if you have several different levels of jobs available, you can pay differently according to the type of work being performed)
- **Second year** in the same dept/office - $7.25 - $8.25, depending upon responsibilities & skill level required and prior performance
- **Third year** in the same dept/office - $7.25 - $8.75, depending upon responsibilities & skill level required and prior performance
- **Fourth & following years** in the same dept/office - $7.25 - $9.25, depending upon responsibilities & skill level required and prior performance

The "ranges" for each year a student is employed in the same office (as shown above) will provide the following:

- Supervisors must manage student salaries and stay within budgetary constraints for each budget area
- Supervisors are able to "manage/set" student salaries without HR guidance on each and every student hired
- Students hired for the first time in any one office will start at the bottom of the range unless the responsibilities assigned to him/her warrant a slightly higher starting salary
- Students working in the same job from year to year, should receive no more than a 3% increase from one year to the next based on their performance – evaluations are encouraged
- The office wherein students are employed may require different types of work and may pay more for some jobs (i.e. Conferences and events would have the ability to pay two first year students as follows: one who moves and sets up chairs at $7.25 per hour and another person who works the sound board from $7.50 to $8.00 depending upon responsibilities & skill level required and that individual's experience level)
- Supervisors will be able to increase student salaries from one year to the next (when they intend to continue to employ the same students) without submitting a new "student hire form" - we are now creating an electronic work-flow for this process that would send the salary increase request to the budget owner for approval and then directly to payroll (YAY!!!) We hope this is ready for summer of 2015 and will inform supervisors as soon as it is ready

Supervisors/Directors can add a "special premium" if employed in one of the following departments. These special premiums are not to be used as a method to simply pay student workers a higher salary but truly must be utilized only for those jobs requiring more difficult/technical and/or specialized work. Audits will be conducted and anyone abusing the special premium privilege will result in wage reductions for student workers and in performance notations on the supervisor's evaluations. Premiums would be paid in addition to the base salary within the ranges shown above. The following offices/departments are eligible for special premium as follows:

- TMR/Technical positions (except IT) - up to $2/hr
- Band Director - up to $2/hr
- Interpreters - up to $9/hr
- Challenge Course Lead Trainers (not helpers.....certification required) - up to $9/hr
- Graduate Assistants - up to $7/hr
- IT - up to $6/hr
- Musicians - up to $2/hr