

## **Basic Rate**

All on-campus student employment positions will pay a starting rate equivalent to the federal minimum wage. Exceptions to the basic rate of pay will be made only under conditions outlined in this policy.

## **Graduates Working in Related Field Increment**

Graduate Research Aids or Graduate Teachers' Aids working on research assignments under the supervision of their graduate departments shall be eligible for an increase of \$.50 per hour. The fiscal officer will certify in writing that the student employee qualifies for this classification. This pay rate precludes the assignment of a "supervisory" or "technical" increment as outlined below.

## **Longevity Increment**

A longevity increment of \$.10 per hour shall be given to all student employees for each 500 hours they are employed by the University. These increments shall be transferable from one on-campus job to another. Such increments will be effected automatically in the payroll data processing system.

## **Supervisor Increment**

A supervisor increment of \$.25 per hour shall be paid to all student employees who have at least two of the following responsibilities:

- \* schedule time of work of other students;
- \* assign work to other students;
- \* review and appraise the work of other students and recommend the retention, promotion, discipline, or discharge of other student employees.

A student must perform these services for at least two other student employees in order to be eligible for a supervisory increment. This must be documented and requested in writing by the fiscal officer for whom the student works.

## **Technical Increment**

A technical increment of \$.25 per hour shall be paid to all student employees who bring to a student work position a well-developed knowledge of a specialized area including knowledge of established theories, principles, or practices and how to apply these to the work situation. This must be documented and requested in writing by the fiscal officer for whom the student works.

### **Hard to Fill Position Increment**

A hard to fill increment of \$.50 per hour shall be paid to student employees who work in positions that the University typically has trouble filling. The same wage rate should be paid to all student employees in this position. This must be documented and requested in writing by the fiscal officer for whom the student works.

### **Special Hourly Assigned Wage Rates**

Fiscal officers who deem it necessary to offer a higher wage rate than can be assigned in the above sections may request an Assigned Wage Rate in writing through Student Financial Aid. Assigned wage rates may be requested for positions with a specific need for highly trained or qualified personnel.

### **Lump Sum Payments**

For those student employees to be paid on other than an hourly rate, provision is made within the student payroll policies for lump sum payments. Lump sum payments are to be utilized when sufficient rationale exists for the student to be compensated on a commission, per assignment, per event, or per project basis (e.g., per photograph, by the column inch, per news story, or by commission on sales). Each functional area head in consultation with the Associate Director of Student Financial Aid will approve positions to be paid on this basis and the amount and method of the compensation. No Federal Work Study funds may be utilized to pay students under the lump sum payment provision of this policy.