

Student Employee Pay Plan

Pay rates for the Assistant Series are shown below. The same rates are usually used for Special Student Assistants. The pay rate within the Assistant IV range is determined individually for each position by the department and reviewed by the Student Employment Center in conjunction with Human Resources, based on the complexity of specific assignments. Longevity and special recognition increases apply to all titles in the series. Differentials apply to Assistants II and III only.

HOURLY PAY RATE

Title Code	Title	Hourly Pay Rate	Hourly Pay Rate
		January 1, 2007	January 1, 2008
4921	Assistant II	\$7.50	\$8.00
4920	Assistant III	\$8.00	\$8.50
4919	Assistant IV	\$9.00-\$14.25	\$9.25-\$14.75

DIFFERENTIAL

Pay differentials shall be added to Assistant II and III rates when the elements listed below constitute a major component of the position. Assistant Series positions are not eligible for shift differential.

1. Lead/Supervision: Up to \$.25 per hour when coordinating or directing 5 or more student employees.
2. Bonding: Up to \$.25 per hour when bonding is required because duties include the handling of cash.
3. Security of Facility: Up to \$.25 per hour when duties include sole responsibility for the security of an entire building.
4. License/Certificate: Up to \$.25 per hour for positions requiring a specialized license or certificate.
5. Difficulty in Recruiting/Retention: Up to \$.75 per hour for positions for which there is difficulty recruiting or retaining workers because of difficult or unusual work conditions.
6. Prerequisite Training: Up to \$.25 per hour for positions with special training or academic requirements. Examples include clerical duties in a foreign language, or some laboratory setup duties requiring knowledge of sophisticated lab techniques.

LONGEVITY INCREASE

Up to \$.25 per hour. One increase per 12-month period may be granted after three quarters of part-time work or one quarter of full-time work, with satisfactory performance, in the same department. Any work during the quarter qualifies as a full quarter for this purpose. A break in service of one quarter or for the summer does not interrupt longevity. A department has the option of counting work in a previous department toward these requirements.

SPECIAL RECOGNITION INCREASE

Up to \$.50 per hour. One increase may be granted per 12-month period. If granted, the amount of this increase will be based solely upon quality of performance. Use the Payroll/Personnel System "Other Pay Rate Change" to initiate the increase, with a note of support in the "comments" box.