Wage Level Policy for Federal and University Work-Study Students

To encourage consistent, equitable compensation campus-wide for student employees, Student Employment has developed guidelines, have been established to determine wage rates and recommending increases. Adherence to these guidelines will ensure that your student employees are compensated in a like manner to employees with comparable skills and experience in other departments or on other payrolls across campus.

1. Student jobs are classified into one of three levels. The level and associated hourly rate is based on the level of responsibility and skills required to perform the job. Calculation of the level is accomplished by utilizing the Wage Level Guide. (Please see attached.)
   - In determining an appropriate rate, the supervisor must utilize the required skills on the Wage Level Guide. It is not acceptable to base the wage rate on need or any other factor not related to the student’s skills or job description.
   - All student employees start at the first step of a level.

2. Job Titles were created by each individual department when job descriptions were submitted in 2010. The Job titles identified are specific and accurately reflect the scope of a position. Each position includes responsibilities and qualifications relating to the eight (8) Factors on the Wage Level Guide. NOTE: If you need assistance in analyzing job tasks and revising job descriptions, please contact the Student Employment Coordinator for assistance.

3. Students are eligible for longevity raises (step increments) if they maintain satisfactory job performance and return to the same or a similar position in the same department after having completed one full year of service in that department. This is an incentive for students to remain in the same areas of employment throughout their four years at UNA.
   - To receive a step increase, the student must be employed for one academic year- fall and spring semesters
   - Students may also receive a merit increase based on job performance.
   - There are no increases for summer sessions, unless special projects are completed during that time.
   - Rate increases are subject to the availability of departmental funds and funding as determined by the Cost Center Head and the Business Office.
   - Please note that an increase in a Work-Study student's pay rate does not increase the amount of Federal Work Study awarded to that student, nor the department's work-study allocation. If the student's wage is increased, the award remains the same; therefore, the number of hours the student work to earn the award may decrease. Thus, recommending a wage increase will result in that student working fewer hours in the department, and the department's allocation being used more quickly.

4. Work-Study students are normally hired at one of the levels on the Wage Level sheet; however, the supervisor can request that the student be paid at a different rate when the position does not fit into one of the existing categories.
   - The request is submitted to the Student Employment Specialist by email for review by the Wage Advisory Committee. The Wage Advisory Committee shall consist of one individual from Human Resources, one from Payroll, and Student Employment.
   - Requests should be made two weeks prior to posting the position on LionJobs.
   - The approval for a new pay rate will be made by the Student Employment Coordinator when the EPAF is approved.