

INDIANA STATE UNIVERSITY
Career Center-Student Employment Programs
Student Employment Wage Guidelines

Student (undergraduate or graduate) employees are an important asset to the University. In order to remain competitive with hourly pay rates being offered by community agencies and employers who hire students, and to help students meet their financial demands, President Curtis approved an increase in the ISU student employee minimum wage to \$8.40. To provide a consistent program on a University-wide basis, the following guidelines were adopted and will become effective on August 18, 2018.

Class	Minimum	Midpoint	Maximum
1. Basic Student Assistant -	\$8.40	\$8.98	\$9.55
2. Intermediate Student Assistant -	\$8.65	\$9.70	\$10.75
3. Advanced Student Assistant -	\$9.65	\$11.15	\$12.65
4. Project Based Student Assistant -	\$10.85	\$13.85	\$16.85
5. Pre-Professional -	\$11.15	\$16.15	\$21.15

Each position class will be identified on the basis of activities and/or skills needed to perform the job. A summary of each class follows:

1. **Basic** assumes basic knowledge required to perform such tasks as, but not limited to: custodial; data entry; filing; general office work, food preparation; food serving; food clean-up; lawn care; making deliveries; mail processing; photocopying; snow/ice removal; receptionist/nighthosting; and basic computer operations.
2. **Intermediate** positions require special training that a student may have acquired while working in a *Basic* position within the department or have gained the training in some other way or may be of a complex or difficult nature. *Intermediate* positions include: supervision of other student assistants; use of software that requires programming skills or text/graphic manipulation for design purposes; configuring/repairing equipment or use of materials that require special skills or knowledge because of danger or difficulty; making presentations to groups and responding to questions; tutoring; life-guarding; instruction; or coaching; handling of credit card information or cash processing and/or handling any confidential information; knowledge and enforcement of safety and security policy and procedures; and fundraising activities.
3. **Advanced** positions require that a student possess a special skill or combination of special skills that may have been acquired through experience prior to being hired or

through course work or both. Only in rare circumstances will students be employed near the high end of this category range.

4. **Project Based** positions pay students on the basis of work accomplished. This class is suitable for such things as written articles submitted on a random basis or for contributing to the work involved in putting on a special event. Only in rare circumstances will students be employed near the high end of this category range.
5. **Pre-Professional** positions are for students who perform highly specialized tasks and provide services that will require either a bachelor's degree or a skill in very high demand. Pre-professional positions will be filled as an exception that will happen on rare occasions.

Student assistants will generally be hired at the minimum rate for the assigned class; departments may, if justified, hire above the minimum, but not higher than the midpoint of the range. No student may be paid more than the maximum of the range and all students without regard to the source of funds fall within these guidelines.

Rate Increases

If a student assistant returns to the same department after having worked a full academic year and is rehired in the same position, the student may be paid up to an additional \$0.25/hour. For each subsequent academic year with the same department, up to another \$0.25/hour may be added to the rate, however, no student may be paid more than the maximum for the job class.

In the event that a student assistant demonstrates exceptional ability in performing the assigned duties, the supervisor may request an increase in pay for the student employee. This increase may be made after one semester of work in the position for a rate increase up to \$0.50 per hour. Areas to be evaluated include performance, quality and quantity of work, and attendance. This increase may be in addition to the increase noted in the above paragraph.

If the student is earning more than the starting rate for the position and begins working for a new department in the same position class, the rate from the first department may not follow the student.

To request an increase in wages, please complete a Request to Increase Student Wage form (https://indstate.qualtrics.com/SE/?SID=SV_7QCrajjPRj6V9kN). Once the form has been reviewed by the Student Employment Programs Office, the request will be sent to Judy Ross in the Payroll Office for processing.

Hiring Guidelines

For departments desiring to hire students, positions will be classified as Basic, Intermediate, Advanced, or Project Based. Job descriptions posted on the Applicant Tracking system are valid when they include a description of what is expected of the workers and a list of the minimum level of skill(s) needed to fulfill their duties.

Each vacant position available to students must be posted through the Applicant Tracking System.

All student assistants are to maintain an accurate record of and be paid only for the actual number of hours worked by utilizing the Kronos Time and Attendance system as instructed by the employing department. Where the Kronos system is not available, student assistants are to maintain a paper timesheet which they will sign and provide to their supervisor at the end of each pay period. All hours worked are to be reported in the week they are worked.

Students working under the first three position classes are expected to adhere to a weekly schedule agreed to by the employer. If the student has a change in class schedule after the work schedule has been agreed to by the employer and the change affects the work schedule, the employer needs to approve and document the change.

ISU students on the Student Payroll must limit their hours to 20 hours per week regardless of the number of active work assignments they have. This guideline allows students to dedicate sufficient time to their studies while enjoying the benefits of student employment. Students may appeal for the right to work in excess of 20 hours per week by completing the Request to Work Over 20 Hours Appeal Form https://indstate.qualtrics.com/SE/?SID=SV_73wk8twg2E92HPf. International students are limited by Immigration Naturalization Service (INS) regulations to only work 20 a week except during breaks (Winter Recess, Spring Break, and Summer). Freshmen students also may not request to work over 20 hours a week per Indiana State University Guidelines.

This policy does not apply to graduate fellows or graduate assistants who have been awarded a 20-hour per week assistantship. If the graduate assistant has a 15 or 10 hour per week assistantship, the difference in hours between 10 and 20 or 15 and 20 can be used to work on the student payroll.

For questions regarding having a relative of a student worker employed in the same division, see University Handbook on nepotism.

Evaluations

It is expected that the performance of each student will be evaluated on a periodic basis. It is recommended that all evaluations be in writing and be retained in the respective office.