

**INDIANA STATE UNIVERSITY**  
**Student Employment Programs**  
**Student Employment Wage Guidelines**

Student\* employees are an important asset to the university. In order to provide a consistent program on a University wide basis, the following guidelines are about to be adopted and will become effective on July 24, 2009.

<b>Class</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1. Basic Student Assistant -	\$7.25	\$7.83	\$8.40
2. Intermediate Student Assistant -	7.50	8.55	9.60
3. Advanced Student Assistant -	8.50	10.00	11.50
4. Project Based Student Assistant -	9.70	12.70	15.70
5. Pre-Professional -	10.00	15.00	20.00

(Payment may be made in a lump sum but the hourly rate must fall within the rate listed)

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:

\* *Student* is defined as an undergraduate or graduate student

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/night-hosting; 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, a written rationale, e-mailed to Student Employment Programs, 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.

## **Hiring Guidelines**

For departments desiring to hire students, positions will be classified as 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 is to 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. The Electronic Payroll Office time sheet must be completed online, printed and signed in ink by the student and the immediate supervisor as this is a legal document. 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.

While classes are in session, student assistants are to work no more than 20 hours cumulative per week regardless of the number of departments in which they are employed.

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

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.

## **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.