

University Enterprises, Inc. Policies and Procedures	Policy No. 225
Section: Human Resources Policy: Wage Administration for Central Staff Students Revised Date: December 11, 1998	

Wage Administration for Central Staff Students

I. PURPOSE

To define the process used to administer payment of wages to student assistants employed within the Central Staff and University Union.

II. SCOPE

This procedure applies to student assistants employed within the Central Staff and University Union.

III. POLICY

- A. Classification: Student assistant positions are classified as temporary or in one of several classification levels. Classification is determined by job duties and scope of responsibilities.
- B. Rates of Pay:
 - 1. Student assistants in temporary positions customarily receive the designated hourly rate depending upon their classification. Temporary positions do not provide for increases.
 - 2. Student assistants in the other classifications customarily have a minimum hourly rate and may receive increases based on hours worked in the classification.
 - 3. Pay increases are effective the first day of a pay period (first or sixteenth of the month), after the student assistant reaches the prerequisite number of hours worked.

IV. RELATED POLICIES

Policy No. 015 Employee Status Change