

University of Wisconsin-La Crosse
Student Appointments
Classification and Hourly Wage Scale
Fiscal Year 2017-18

Per the UPS Operational Policy: GEN 20, which outlines the University of Wisconsin System (UWS) provisions specific to student employment, all student workers should be paid on an hourly basis and hours of service should be tracked accordingly.

If a department wishes to have a student compensated on a lump sum basis, the department must submit a justification to Human Resources detailing why the payment cannot be processed on an hourly basis. Requests for lump sum payment must be submitted for review prior to hiring the student and having work completed.

Human Resources will review the request and will contact the department as to whether or not the request is approved. If the request is approved, the department will be required to track hours for worked performed for the lump sum payment. Hours must be submitted to Human Resources by 10:00 a.m. on the Monday following the end of a pay period (per the payroll schedule).

Hourly Wage

The wage scale that follows establishes levels of jobs for student employees; Basic, Intermediate and Advanced. Questions concerning the appropriate level for a given job should be directed to Human Resources. The current minimum wage is \$7.25 per hour.

<u>Classification Level</u>	<u>Rates</u>
Entry	\$7.25 - \$9.00
Intermediate	\$9.00 - \$11.00
Advanced	\$11.00 - \$13.00

Entry Level \$7.25 - \$9.00

General Description:

Minimum or no skills required. Work done under close supervision; procedures are well established; employees are not usually required to make decisions which are not well defined in policies and/or procedures; work is routine and non-complex.

Examples of this type of work:

- data entry, office assistant, library assistant

Intermediate Level \$9.00 - \$11.00

General Description:

Requires relevant job related skills or training and/or prior experience. Work that requires for a major portion of the time, so independent judgment and initiative; requires special knowledge, skills or abilities; requires a major amount of heavy physical exertion; involves adverse hours or working conditions; supervisory responsibility for an activity of limited size.

Examples of this type of work:

- maintenance assistant, customer service attendant

Advanced Level \$11.00 - \$13.00

General Description:

Work that requires, for a major portion of the time, advanced specialized knowledge, skills or abilities with only general supervision; involves supervisory responsibilities for large or complex activities, usually involving a number of concurrent activities; considerable problem solving and decision making with consequence for error.

Examples of this type of work:

- computer intern, accounting intern, office lead worker

Pay Changes, Budget Changes & Terminations

It is appropriate for students to receive an increase of \$.10 to \$.25 per hour when returning to the same job for a second year based on satisfactory performance.

When there is a change to the hourly wage rate, budget code or a student appointment is to be ended, the change should be submitted to Human Resources via the Student Employee Action Form. Changes will become effective on the following bi-weekly pay cycle.