

STUDENT EMPLOYMENT / GENERAL GUIDELINES AND WAGE SCHEDULE ACADEMIC YEAR 2007-2008

DEFINITIONS

Student Employee — an individual who has regular student status and is enrolled in at least six (6) credit hours during any term of the academic year. An individual retains student employee status during break periods if the individual had student status and was enrolled in at least six (6) credit hours in the preceding term or is returning the following term under the same conditions.

RCC-SOU Joint Enrollment — Students who are jointly enrolled at Southern Oregon University and Rogue Community College and are registered for at least six (6) credit hours at SOU, are eligible for student employment at SOU. The Office of Extended Campus Programs, Medford Campus, verifies the status of such students.

Work Study Student Employee — A student employee who has been certified by the SOU Financial Aid Office as eligible to work under the Federal College Work-Study Program and who has a financial allocation assigned to him/her for a specific period of time.

Pay Period — the pay period for students begins the 13th of one month through the 12th of the following month.

Pay Day — the last business day of the month.

STUDENT JOBS

Student Assistant A — Performs duties that are mostly routine and non-complex in nature and which require little to no prior experience or training. A Student Assistant A typically has some knowledge and skills for the operation of office equipment, filing, interaction with the public and university community, and communication.

Student Assistant B — Performs a variety or range of duties, both routine and non-routine, complex and non-complex, which require some prior experience and/or training, skills, and knowledge, and may require an intermediate level of office, scientific, or technical skills. A Student Assistant B may oversee and coordinate the work of other student employees.

Student Assistant C — Performs a variety or range of duties that are mostly non-routine in nature or are of a specialized nature which require prior experience and/or training and a specific set of skills and/or knowledge at a higher level than the Student Assistant B (technical and non-technical). A Student Assistant C may oversee and coordinate the work of other students.

GUIDELINES FOR SETTING WAGE RATES AND GIVING INCREASES

Wage Schedule

Each type of student job has an assigned pay range. A student employee should not be paid below the minimum wage rate of the assigned job type.

- a. **Minimum Wage:** The minimum of the pay range for Student Employee A jobs is set at Oregon's minimum wage, which is adjusted annually each January according to the Portland Area CPI. At SOU the new minimum wage rate is effective mid-December because that is the pay period in which January 1 falls for our student employees. The pay ranges for Student A, B, and C positions are also adjusted when Oregon's minimum wage changes. Departments are advised to hire new student employees at the minimum of the pay range, unless a student employee's

experience, knowledge, and skills support a higher rate.

- b. **Maximum:** Hiring rates and wage increases should not result in a wage rate that exceeds the maximum of a job's pay range. A department that is considering a wage rate that exceeds the maximum of a job's pay range must provide a written request to the Associate Vice President for Human Resources, which documents the rationale for the request.

Wage Increases

a. **Minimum Wage Adjustments**

- **Students earning minimum wage:** Student employees cannot be paid less than Oregon's minimum wage. Each student employee whose wage rate is below the minimum wage will be automatically adjusted to the new minimum wage rate through the payroll system. Supervisors do not need to submit any additional documentation.
- **Students earning above minimum wage:** Student who have been working in a department and, as a result of the increased minimum wage rate, will be earning the same as new students may receive an increase not to exceed the increase in the minimum wage rate at the discretion of the department. Supervisors need to take into account factors such as the department budget, the student employee's level of responsibility, quality of work performance, length of service, and the degree of compression between the incumbent student employee and student employees at the minimum wage rate.

- b. **General Wage Increases:** The awarding of student wage increases is at the discretion of the department. A wage increase of \$.05 to \$.20 per hour is recommended for student employees whose work performance is satisfactory or above satisfactory and who:

- returns to the same department in the same or similar position each academic year; or,
- are under consideration for a special merit increase under department guidelines; or,
- progresses to a higher level within the student's job or to a new student job.

Overtime: Student jobs are eligible to earn overtime for any hours worked over 40 hours in a workweek. Overtime is paid at one and one-half (1½) a student's hourly wage rate. All hours worked up to 40 in a workweek are paid at the student's regular wage rate.

WAGE SCHEDULE — EFFECTIVE DECEMBER 13, 2007

	PAY RANGE	
	Minimum	Maximum
Student Employee A	\$7.95	\$9.75
Student Employee B	\$8.20	\$10.55
Student Employee C	\$8.45	\$11.45