

**STUDENT EMPLOYMENT PAY STRUCTURE**

In most cases, the pay structure for student employees ranges from the SIUC-established minimum wage rate to a maximum wage rate of \$0.75 cents above the minimum wage rate plus any job classification increase. All students begin employment at the minimum rate unless they qualify for one or more of the following; automatic rate increase, job classification increase (listed below), or other increases in wage rate:

**AUTOMATIC RATE INCREASE (ARI)**

**ARI increases in the wage rate are permanent and are applicable for all positions.**

- A 10 cent per hour increase, which is automatically applied after each 500 accumulated SIUC student employment hours worked.

**JOB CLASSIFICATION INCREASE IN WAGE RATE**

**Job classification increases in wage rate are not permanent and are applicable only to the approved job classification and are subject to the following conditions:**

- Permanent job classifications will be paid the SIUC established minimum wage rate, plus the job classification increase, with an adjusted maximum wage rate that exceeds the established maximum wage rate by the job classification increase amount.
- The approved job classification must be indicated to Financial aid on the Student Employment Referral or on the Student Employment Recommendation for Change in Status E-Form.
- Job classification increases are effective the date they are processed by Financial Aid and are not retroactive.
- Only the following job classification increases have been approved:

Aerobic/Fitness Instructor	.40	Life Guard	.40
Aircraft Mechanic	.40	Media Specialist	.20
Bus Driver	.20	Mental Health Companion	.20
Central Control Panel	.20	Model	.70
Community Service Tutors	.35	Assistant Manager	.20
Craft Shop Instructor	.20	Manager	.40
Flight Instructor	.40	Sports Official	.40
Law Related	3.35	Teacher's Assistant	.20

## **OTHER INCREASES IN WAGE RATE**

**Other increases in wage rate are not permanent and are applicable to the employee only while employed in the approved position.**

### **Excess Qualifications/Market Adjustment**

Excess Qualifications/Market Adjustment increases in wage rate are given for a variety of reasons on a consistent and equitable basis as determined by the employing department. Excess qualifications could be based upon prior work and/or educational experience related to the type of work being performed. Market adjustment increases could be based upon supervising other employees, working in an unsupervised setting, working at night, or other special circumstances such as recruiting and/or retaining student employees in a competitive market. Excess qualifications/market adjustment increases are subject to the following conditions:

- Excess qualifications/market adjustment increases given at the time a student employee is hired are submitted to Financial Aid on the Student Employment Referral. Increases given after the student has been hired are submitted to Financial Aid on the Student Employment Recommendation for Change in Status E-Form.
- Excess qualifications/market adjustment increases are awarded in 5 cent increments up to a maximum total of 30 cents per hour.
- Excess qualifications/market adjustment increases are effective the date they are processed by Financial Aid and are not retroactive.

### **Temporary**

Temporary increases in wage rate are used to meet unusual and temporary circumstances within a department and are subject to the following conditions:

- Temporary increases require a written explanation from the department and written approval from Financial Aid.
- Temporary increases are awarded in 5 cent increments up to a maximum total of 20 cents per hour.
- Temporary increases are effective only for the pay-periods that are approved by Financial Aid and are not retroactive.