

STUDENT WORKER PAY INCREASE JUSTIFICATION

Student's Name: _____
Last First MI

CCSU ID Number: _____

Position Code: _____ Proposed Pay Rate: \$_____ / hour

Date employed as a Student Worker in your department: ____/____/____

Student Worker class of pay requested: I II III* _____
(Circle One or Indicate Your Selection on Line Above)

Summary of tasks and duties assigned to the Student Worker:

* For classification requests to Class III, please provide a statement verifying that the Student Worker has had two years of training or experience relevant to the Student Worker position to be held:

Supervisor's Printed Name

Supervisor's Signature

Department

Extension

Date

Student Payroll Services Department Use Only

Authorized Approval

Date

Student Worker Pay Rates and Job Classifications

CSCU STUDENT WORKER PAY RATE SCHEDULE (MINIMUM WAGE COMPLIANCE)

The Board of Regents approved revisions to the Student Worker Pay Rate Schedule effective with the pay periods that include the effective dates in 2021, 2022, and 2023 as listed below.

All student workers compensated at a level below the minimum hourly wage or below the minimum rate for the student worker classification to which assigned when a change takes effect, receive an appropriate adjustment in pay to ensure compliance with the statutory minimum wage and revision in the pay rate schedule listed below beginning October 1, 2019.

Student worker pay rates shall be reviewed by the System Office at least once each fiscal year. The CSCU President shall approve rate adjustments as necessary and advise the Board of Regents.

Class I:

Position requiring no work experience or some experience and/ or training sufficient to work at semi-skilled jobs not requiring supervisory responsibility.

Effective Date	Hourly Range	
	Min.	Max.
Effective 08/01/2021	\$13	\$16
Effective 07/01/2022	\$14	\$17
Effective 06/01/2023	\$15	\$18

Class II:

Position requiring demonstrated skill and/ or technical knowledge with capability of assuming extra responsibilities such as supervision of others.

Effective Date	Hourly Range	
	Min.	Max.
Effective 08/01/2021	\$13	\$16
Effective 07/01/2022	\$14	\$17
Effective 06/01/2023	\$15	\$18

Class III:

Advanced position requiring skills and knowledge acquired through prior employment or training in the appropriate area. This class usually requires supervisory responsibilities or the ability to work independently on projects requiring specialized skills.

Effective Date	Hourly Range	
	Min.	Max.
Effective 08/01/2021	\$14	\$17
Effective 07/01/2022	\$15	\$17
Effective 06/01/2023	\$16	\$19

Students who participate in off campus employment programs such as work study and community services may be compensated utilizing any of the pay rates noted above.

- Effective Dates:

If the pay increase form is submitted with original appointment documents the increase will be effective upon the student's new appointment.

If the pay increase form is not submitted in the manner described above, the increase will be effective the next available pay period for processing.

- No retroactive adjustments are made for a previously paid payroll.
- Return form to Student Worker Payroll, Davidson Hall, Room 211. An effective and prompt review of requests for adjustments is dependent upon accurate and complete justification forms. Please be sure to provide all requested information to facilitate prompt action on your request.
- Any increase in wage rates will affect your student help budget. We encourage you to assess the impact on your budget to ensure that funds are not over-expended.