

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)

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

		Hourly Rate
Class I	Position requiring no work experience or some experience and/or training	\$10.10
	sufficient to work at semi-skilled jobs not requiring supervisory responsibility;	\$11.10
	routine tasks such as desk receptionists or jobs of short duration such as assisting at special events.	\$12.12
Class II	Position requires proven skills and/or technical knowledge with capability of	\$11.11
	assuming extra responsibilities such as supervision of others, data entry,	\$12.62
	or activity supervisor.	\$14.14
Class III	Advanced position requiring skills and knowledge acquired through prior	\$13.13
	employment or class training in the appropriate area (minimum of two years).	\$14.48
	This class usually requires supervisory responsibilities or the ability to work	\$15.83
	independently on projects requiring specialized skills.	\$17.17

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 Business Services, Marcus White Annex 006. 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.