

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

Human Resources 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 has approved revisions to the Student Worker Pay Rate Schedule effective with the pay periods that include the effective dates in 2024 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 should receive an appropriate adjustment in pay to ensure compliance with the statutory minimum wage and revision in the pay rate schedule listed below beginning January 1, 2024.

Student worker pay rates shall be reviewed by the System Office at least once each fiscal year with annual adjustments to the minimum rate being tied to the percentage change in the U.S. Department of Labor's employment cost index for the 12-month period ending on June 30th of the preceding year. The CSCU Chancellor 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 12/29/2023	\$15.69	\$19.00

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 12/29/2023	\$16.19	\$19.00

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 12/29/2023	\$17.19	\$19.00

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 Human Resources, Davidson Hall, Room 201. 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.