

Supervisor Scoops

Fall 2005
Career Center's Student Employment
302 Meliora Hall
275-2138

"Scoops" is a newsletter published by Student Employment for staff who supervise student employees.

Change of term will begin September 4, 2005

What does change of term mean?

All students that you are going to have continue to work for you through academic year MUST be rehired for the academic year that will start September 4, 2005. You should have received a rehire list. This listing includes all students that you hired for the summer and you also received all students that you hired last academic year. Please highlight the students that will be returning (if there is a student on both listings highlight the most up to date) and return to Student Employment. You will not need to complete the Payroll Authorization Form. If there is a student that is not on the rehire list you will need to complete a Payroll Authorization Form.

Reminder: Minimum Wage increased to \$6.00

The University of Rochester and Career Center wish to remind you that the university minimum wage increased on May 29, 2005 to \$6.00. The rehire list you will receive from the Career Center, Student Employment Office, reflects this for all students that made under \$6.00.

The Student Employment Office will be following the new updated Job Wage and Classification Scale with the start of the new academic year. Please make sure that the students that you are hiring new are falling within the recommended guidelines.

If you have students that are returning and are not falling into these ranges they must be reclassified to a level that falls within the recommended ranges or change the pay rate to fall within the range.

As previously written in a newsletter that went to all student supervisors and included in the Student Employment Supervisor Handbook:

New Hiring Ranges

You may find the following information in the Employer Handbook that can be found online at www.rochester.edu/careercenter/seo

HOURLY WAGE SCALE

Recognizing the overall short-term eligibility to be paid on the student payroll, the hiring ranges allow for continuous wage growth to be dictated by length of service and performance within the job until graduation and/or termination. Students are normally hired into a position at the lower end of the hiring range, but a higher starting position in the hiring range may be appropriate based on the individual's level of past experience or

requirements of the position. If a student surpasses the maximum amount for that level, the student should be reclassified to the next level. Starting rates over \$12.00 per hour may not be offered without the written of Letter of Justification.

Level I Hiring Range: \$6.00-\$8.00
Level II Hiring Range: \$7.00-\$9.00
Level III Hiring Range: \$8.00-\$12.00

The Federal Work Study (FWS) split for 200506

The Federal Work Study (FWS) split for the River Campus will be 75/25 (75% FWS and 25% Department). Your department will only pay 25% of the students' wages up until the total of their award. Medical Center split will continue to be 75/25; Eastman School of Music split will also continue to be 75/25. Federal Work-Study (FWS) is a "need based" form of financial aid that may be awarded to students who are U.S. citizens as part of their aid package.

20 hour per week maximum

Reminder: students that are working through Student Employment can only work a **maximum of 20 hours per week between all on campus jobs**. Ask your students if they are holding additional positions so you can plan accordingly on the number of hours the student should be working. It is up to the student however to keep track of their total number of hours per week.

STUDENT EMPLOYMENT'S JOB FAIR 2005 MARK YOUR CALENDARS – Monday August 29, 11am – 1pm

You are invited to Student Employment's Annual Job Fair
Monday, August 29th from 11 am until 1 pm
May Room, Wilson Commons

Why should you come to the Job Fair?? Why Not!

Job Fair will provide you with an opportunity to meet hundreds of potential student employees and promote work opportunities in your department to incoming freshmen. Attending this event will enable you to identify many talented and enthusiastic students who will be able to meet your employment needs.

Job Fair introduces new students to the diversity of student employment opportunities at the University. Also, if you are a community service department or are looking for volunteer students this would be an excellent time to promote these positions.

If you have any questions regarding the Job Fair or aren't sure if it is something that you should attend please give us a call at 275-2138.