WAGE STRUCTURE

Student Employment Classification System
The hourly student employee classification system covers all hourly student employees of the University of Rochester. Other arrangements for compensation of undergraduates, such as stipends or payments-in-kind (similar to Resident Advisors receiving free room in exchange for services), must be registered with the Financial Aid Office prior to an offer being made, in order to ensure that these arrangements fall within regulatory intent.

The classification system for student jobs is the basis of the student employee compensation plan. Positions are categorized as one of five categories (indicated below). Each category includes three levels of responsibility and skill requirements. (If the attributes of the position warrant, one could be hired as an Office Assistant II, for example, without having first been an Office Assistant I.)

<table>
<thead>
<tr>
<th>Position</th>
<th>Levels</th>
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<tbody>
<tr>
<td>Office Assistant</td>
<td>I-III</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>I-III</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>I-III</td>
</tr>
<tr>
<td>Service Assistant</td>
<td>I-III</td>
</tr>
<tr>
<td>Technical Assistant</td>
<td>I-III</td>
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</tbody>
</table>

For detailed descriptions of what constitutes a particular category or level, see the Classification Summary section later in this handbook.

Hiring Ranges
Much like benefitted employees, hiring ranges exist to help ensure equity across the various student employment roles at the University. Students are normally hired into a position at the low end of the hiring range, but a higher starting rate may be appropriate based on qualifications and experience that the student is bringing to the job.

The New York State minimum wage rate is increasing over a three-year period. On December 31, 2015, the rate increased to $9.00. The current wage ranges are:

- Level I Hiring Range: $9.00-$9.75
- Level II Hiring Range: $9.50-$11.25
- Level III Hiring Range: $10.75-$14.00

If a department feels that a student must be hired above the top end of the hiring range, employers should first consider if the hire should be moved to a higher job level with a higher hiring range. If, after that review, the department still feels that a student must be hired above the top end of a hiring range, a letter of justification must be submitted to the Financial Aid Office via seo@rochester.edu before the student's hiring record will be approved. The letter of justification should explain why a higher rate is necessary. Justifications may include, but are not limited to, the fact that the skills the student presents are difficult to find in the University student population, that the skills of the selected student surpass that of other staff, that local employers who compete for our student employees are paying a higher rate because of a particular skill, etc. Students should not begin working until the department has received approval from the Financial Aid Office for the higher wage.

Departments may not hire student employees at a lower pay rate on a "probationary" basis. Also, a student's wages cannot be reduced once a hire is completed.
Pay Increases
Recognizing the overall short-term eligibility to be paid on the student payroll, pay increases allow for continuous wage growth that is dictated by length of service and performance within the job, where departmental funding permits. Students who return to the same position in the same department are eligible for an increase from their previous wage upon satisfactorily completing at least 300 work hours since their last pay increase. In general, increases are in the 2-4% range, and should reflect not only the length of service but also recognize the contributions that the student employee has made to the department.

Students who change employers are not eligible to receive increments earned through prior employment, although new employers may recognize added skill by offering a higher rate within the hiring range.

Promotions
The classification system assigns levels to positions based on the attributes of the position, not the person currently holding the position. Students who are promoted within their employing department should receive a pay rate within the hiring range for the new position. (“Promotion” indicates a position at a higher classification level than the current position held by a student. If the student is moving to a new position in the same department at the same classification level, then it would be considered a lateral move, and the student would not qualify for a wage increase).

If a department feels that the pay rate for the new position must be above the top end of the hiring range for the new role, then a letter of justification must be submitted to the Financial Aid Office before the student's hiring record will be approved. (See Hiring Ranges for details on letters of justification.)

Overtime
*University of Rochester, Personnel Policy & Procedure Manual, Policy 226*
[http://www.rochester.edu/working/hr/policies/pdfpolicies/223.pdf](http://www.rochester.edu/working/hr/policies/pdfpolicies/223.pdf)
Like all other hourly employees, students will be paid time and a half for hours worked over 40 in a single work week.

Shift Differential
*University of Rochester, Personnel Policy & Procedure Manual, Policy 226*
[http://www.rochester.edu/working/hr/policies/pdfpolicies/226.pdf](http://www.rochester.edu/working/hr/policies/pdfpolicies/226.pdf)
Students required to work the night shift will receive a shift differential. The shift differential is paid in addition to the regular hourly rate for all hours worked on the shift. The night shift is any work period which includes four or more consecutive hours between 11p.m. and 7a.m. (Students do not receive a shift differential for “evening” hours.)

Holiday/Vacation/Sick Time
Student employees are non benefitted employees. As such, they are only paid for hours worked. They are not eligible to be paid for hours that have not been worked (such as time off for holidays, vacations, or illness).

Holiday Pay
If a student does, in fact, work on one of the University’s designated holidays (for example, Fourth of July), the student will be paid double time for the hours worked. Thus, if a student worked 4 hours on a holiday, they would be paid for the 4 hours of work and for 4 additional hours of holiday pay. The total hours paid would be 8.

Jury Duty
Student employees are non-benefitted employees. As such, they are not eligible for pay due to hours missed while serving on jury duty. However, supervisors should make every effort to accommodate students who would like to adjust their hours to fulfill both their jury duty expectations and their commitment to the job.
**FICA Benefits**

Matriculated students enrolled in coursework are exempt from FICA withholding during the fall and spring semesters. (For all students, this exemption begins with the first full payroll period after classes start in The College in the fall and ends with the last full payroll period before exams end in The College in the spring.) Matriculated students who are working while not enrolled in coursework (for example, during the summer when not taking classes) are subject to FICA withholding from their paychecks. Whenever a student is subject to FICA withholding, the employing department is also subject to a benefits charge to cover FICA and other statutory benefits.

**Federal Work Study Program (FWS)**

Federal Work Study is a federally funded, campus-based student aid program. Eligibility for campus-based financial aid, including FWS, is determined by the appropriate Financial Aid Office on the basis of the information filed on the student's financial aid application. The amount of the student's FWS award depends on the extent of his/her financial need and available funds. Students are granted an annual dollar amount which is the maximum earnings that the student is eligible to earn while receiving the government subsidy. This amount is subject to change, should the student receive other financial aid at a later point. Students may earn more than this amount, but the excess amount will be paid in full by the employing department. The FAJobLink system is updated after each payroll to provide this data.

The FWS subsidy will automatically be applied toward wages at any job that has been approved as FWS eligible*. (Due to funding constraints and other requirements, not all jobs are eligible for FWS subsidy. The Financial Aid Office makes the determination of eligibility when positions are listed, and departments are notified if a position is not eligible for FWS funding.) If students work at more than one FWS eligible position, the wages for both positions will be subsidized, and the combined earned wages will count toward the student’s maximum FWS eligibility. There is no FWS during the summer employment period. (For all students, the FWS subsidy process begins with the first full payroll period after classes start in The College in the fall and ends with the last full payroll period before exams end in The College in the spring.) Both the federal government and the department's share of a student's earnings combine to meet the FWS limit during the year. Departments should keep this in mind when determining their student employment budget for the year.

Departments should be aware that no subsidy is provided in cases where errors are made by the department or student, time is submitted late, a student’s total FWS earnings exceed his/her FWS eligibility, or if any other action occurs that would have had the foreseeable impact of preventing the student from being eligible for FWS funding.

For 2015-2016, the federal subsidy rates are as follows:

- Students enrolled in The College: 45% (e.g. the employer pays 55% of the FWS wages earned)
- Students enrolled at Eastman: 75% (e.g. the employer pays 25% of the FWS wages earned)
- Students enrolled in the School of Medicine and Dentistry: 75% (e.g. the employer pays 25% of the FWS wages earned)
- Students participating in the UReading program: 100% (e.g. the federal government pays 100% of the FWS wages earned)

Please note that, with the exception of the UReading program, the subsidy is based on where the student is enrolled, not where the student is working.

*The following positions in the Medical Center, the School of Nursing, the Simon School, and the Warner School are not eligible for FWS funding:

- Office Assistant positions (levels I & II)
- Program Assistant positions (level I)
• Service Assistant positions (levels I & II)