

Student Employment Office (MC 335)  
2100 Student Services Building  
1200 West Harrison Street  
Chicago, Illinois 60607

June 13, 2012

TO: Deans, Directors, Department Heads and Chairpersons

FROM: Jaime Velasquez  
Interim Director of Career Services

RE: STUDENT EMPLOYMENT GUIDELINES and WAGE PLAN effective  
July 1, 2012 through June 30, 2013

The following student employment guidelines and student wage plan are effective July 1, 2012. There was no wage increase for student employment for FY 2013 so it will remain the same as FY 2012. Please note that the Chicago Campus Student Employment Wage Plan is still higher than the State minimum wage.

## **Guidelines and Practices for Student Employment**

### First Time Hires and Starting Rates

All students employed for the first time should be paid the beginning rate of pay for the classification in which the student is employed. Starting rates are the minimum rate for each classification.

If a student possesses experience, education and/or other qualities that may justify a higher beginning rate of pay, a written justification must be sent to the Student Employment Office. Students can be paid a higher salary upon receiving approval by Student Employment.

### Change in Positions

A student who is currently employed and wishes to change to another student employment position can be granted an increase in salary if the beginning rate of the new approved classification is at a higher rate than the one in which the student is currently employed.

### Nepotism

University policy prohibits an individual from initiating or participating in institutional decisions that involve a direct benefit (employment, retention, promotion, salary, leaves, etc.) to a member of the individual's immediate family. "Immediate family" includes the individual's spouse, children, relatives (e.g., all descendants of the individual's grandparents), and the spouse of any of the foregoing.

### Preference

The University of Illinois at Chicago gives preference in providing jobs to students who are enrolled at UIC. Nevertheless, students who attend other State-funded universities are

eligible for employment if they are enrolled at least half-time according to their institution's guidelines.

The state universities are:

Chicago State University  
Eastern Illinois University  
Governors State University  
Illinois State University  
Northeastern Illinois University  
Northern Illinois University  
Southern Illinois University at Carbondale  
Southern Illinois University at Edwardsville  
State Community College of East St. Louis  
University of Illinois at Chicago  
University of Illinois at Springfield  
University of Illinois at Urbana-Champaign  
Western Illinois University

Students who are not enrolled in a state university, but attend a university, junior college, or high school, can be hired as Extra Help student employees and are subject to the provisions of the Student Employment wage plan.

**Student Employment Wage Plan for July 1, 2012 through June 30, 2013**

	STEP A	STEP B	STEP C	STEP D
Group I	\$8.50	\$8.56	\$8.99	\$9.39
Group II	\$8.77	\$9.39	\$9.82	\$10.25
Group III	\$9.74	\$10.38	\$10.80	\$11.22
Group IV	\$10.58	\$11.22	\$11.62	\$12.32
Group V	\$11.49	\$12.46	\$13.14	\$13.82

Questions regarding these guidelines or the wage plan should be directed to the Student Employment Office at extension 6-3130.

cc: Student Employment Representatives  
JV/cjg