

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

August 15, 2011

TO: Deans, Directors, Department Heads and Chairpersons

FROM: Andres Garza
Director of Career Services

RE: STUDENT EMPLOYMENT GUIDELINES and WAGE PLAN effective
August 21, 2011 through June 30, 2012

The following student employment guidelines and student wage plan are effective August 21, 2011 and provide an increase of three percent (3%) to meet the new student employment campus wage increase.

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 August 21, 2011 through June 30, 2012

The following wage plan includes an automatic increase of three percent (3%) for students currently working in Group I, Steps A (\$8.25) and B (\$8.31). The wages for students in Group I, Step A will be increased to \$8.50 and Step B to \$8.56 to be in line with the new wage plan. The new wage plan does not provide increases for any other students working as of August 21, 2011. They will remain at their current wage but departments may increase their pay based on merit, anniversary dates or reclassifications.

	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
AG/cjg