

		NUMBER 1
MANUAL Student Employment Office Career Services	SECTION Pay Raises and Reclassifications	PAGE 1 / 2
SUBJECT <i>Raises</i>		REVISED

When evaluating your student employees and considering raises, place them in one of the following categories and follow the appropriate action. These categories are:

STUDENT PERFORMING BELOW THE MINIMUM ACCEPTABLE LEVEL OF PERFORMANCE

These students should be given special attention and ultimately dismissed, if appropriate.

STUDENT PERFORMING AT THE MINIMUM ACCEPTABLE LEVEL OF PERFORMANCE

These students should not be considered for step increases. However, they can receive an increase caused by upward adjustments, if any, the entire wage plan which usually becomes effective on or around mid-August each year.

STUDENT PERFORMING ABOVE THE MINIMUM ACCEPTABLE LEVEL OF PERFORMANCE

These students can be considered for a step increase (raised to the next highest step in their group) after one full year from the date of employment in the current step. This request can be accomplished by merely submitting a Personnel Information Transmittal Report (PITR) transaction. Indicate in the MEMO tab "annual increase". No further explanation is necessary.

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MANUAL Student Employment Office Career Services	SECTION Pay Raises and Reclassifications	PAGE 2 / 2
SUBJECT <i>Raises</i>		REVISED

STUDENTS PERFORMING AT A LEVEL WHICH FAR EXCEEDS THAT WHICH IS
MINIMALLY ACCEPTABLE

These students may be raised to the next step after serving only three months from the date of employment in their current step. This is called a Merit Increase. Departments must submit a PITR transaction, including a justification letter in the MEMO tab, which includes the reasons for increase. Pay increases may be processed effective no more than 2 pay periods prior to the current pay period.

