

Topic: UCSA Student Employee Pay Increase Procedure
Updated: June 4, 2003

Student employee pay rates will generally be established at the minimum pay grade for each position. Exceptions must be recommended by the supervisor and approved by the director.

Increases in pay will be generally occur annually on the anniversary hiring date, and will be based on *two continuous semesters of employment at a consistently satisfactory or above average performance rating. Immediate supervisors are responsible for tracking and recommending annual raises.

Hourly pay will be increased by \$.15 (fifteen cents) annually. UCSA will adhere to the hourly rate schedule established by the University Student OPS Classification System which is based on pay grade and classification title.

Special merit pay may be awarded to those employees who have demonstrated sustained outstanding performance. Recommendations will be made by the immediate supervisor and approved by the Director of University Commons and Student Activities.

Student employee pay increases are contingent upon annual funding availability.