

Work Study Responsibility Tiers

A tiered responsibility and compensation system has been created that allows students opportunities to grow within their work study positions as they gain responsibility and to earn a higher level of compensation. In addition, departments are able to enhance positions and opportunities to improve student retention and quality of work. Any increased wage is associated specifically with increased responsibility. It is not necessary, assumed, appropriate, or permissible for a student to attain a wage increase solely because they have returned to a department for another year.

Level 1 – Minimum wage

Level 1 responsibility and its corresponding wage is for all freshmen and for any position that remains essentially similar over time (for example a student that primarily answers phones and continues in that role, or a student who transports towels and water jugs and the tasks do not change significantly over time.) A detailed job description including a list of specific tasks and qualifications must be submitted with the position recruit form.

<https://aic.campuslabs.com/engage/submitter/form/start/192346>

Level 2 – Minimum wage plus \$0.25/hour

Level 2 responsibility and its corresponding wage is available for students in their second or subsequent year in the same department with duties that are clearly enhanced over a first-year position. A proposal to create the new position must be submitted to the Saremi Center before May 15 in order to be included in the determination of work study budgets for the upcoming fiscal year. Approval or denial is at the discretion of the Saremi Center. A detailed job description including a list of specific tasks and qualifications must be submitted with the position recruit form before July 1 of each new year. This may begin only with a new fiscal year.

Level 3 – Minimum wage plus \$0.50/hour

Level 3 responsibility and its compensation is available for students in their third or subsequent year in the same department with duties that are clearly enhanced over a Level 2 position. A proposal to create the new position must be submitted to the Saremi Center before May 15 in order to be included in the determination of work study budgets for the upcoming fiscal year. Approval or denial is at the discretion of the Saremi Center. A detailed job description including a list of specific tasks and qualifications must be submitted with the position recruit form before July 1 of each new year. This may begin only with a new fiscal year.

Level 4 – Discretionary wage up to \$13.75/hour

Level 4 compensation and its corresponding wage is available only for students who have specific skills that are absolutely essential to a position which has been determined to contribute meaningfully to the campus. These skills should be substantiated by items such as holding a certification in the area or having significant prior work experience in the area. A detailed job description including a list of specific tasks and qualifications must be submitted with a position recruit form upon proposal of the new position and then annually with the position recruit form before July 1 of each new year. Approval for creation of the new position, determination of the hourly wage, and the maximum hours that can be worked each week will be determined by a partnership between the Saremi Center, Financial Aid, and Finance. Recruiting and hiring for the position may begin upon approval by the above-mentioned partnership.