Section: Policy Statement – Personnel

Subject: Student and Hourly Wage Compensation Policy

Purpose: To provide a compensation plan framework for the University Center student and hourly employees.

New/Revised:

Board Adoption Date: July 10, 2000

A. Background

The University Center provides diverse programs and services, and as such workloads fluctuate widely based on the cycle of a semester. In order to deliver cost effective and efficient services, a large group of hourly employees are required to supplement the salaried staff. It is a priority of the University Center to employ HSU students. In keeping with our commitment to work with the University in their recruitment and retention efforts and help students attain their education, the University Center shall employ students whenever feasible.

B. Policy

Members of the management staff will be responsible for setting the pay level for hourly employees within their respective departments, which will be commensurate with the level of assigned duties and will maintain consistency and internal equity within the pay structure.

The University Center hourly wage ranges from the federal/state minimum wage (whichever is higher) to a maximum $15.00 per hour. Department Directors will be provided with an hourly wage scale within this range. An employee’s hourly wage will be reviewed at least annually for adjustment. Generally, this review takes place at the beginning of fall semester, but may occur at other times as appropriate.

A request for an exception to the hourly wage range requires the approval of the University Center Executive Director.