

STUDENT EMPLOYEE PAY SCALE AND TITLE CODES

Introduction

In the last complete fiscal year (FY 2013) 1637 students worked in 2387 positions. This resulted in students working 221,447.75 hours and earning a total of \$2405227.65. However, since FY2013 NJ minimum wage rose from \$7.25 per hour to \$8.25 and was linked to consumer price index (CPI). The Career Center began a review of our pay-scales. The resulting pay scale process for fall 2014 takes into consideration the following:

- The increase in minimum wage for New Jersey,
- The state link of minimum wage to CPI,
- The potent federal minimum wage increase,
- Change in job titles to levels,
- The need to simplify the pay structure to reduce administrative processing
- The need to do no harm to students so that they can adequately plan to fund their expenses and the continued campus value for student employees.

Pay Rates & Job Titles

Level	Account Code	Rate of Pay	Title	Description
Level 1	6021	\$8.25/hour	Student Worker Level 1	Entry level
Level 2	6031	\$9.25/hour	Student Worker Level 2	Intermediate level
Level 3	6041	\$10.25/hour	Student Worker Level 3	Advanced level
Level 4	6051	\$11.25/hour	Student Worker Level 4	High level of skills
Stipend <i>Pre-established</i>	6070		Student Worker Stipend	
Special Rates <i>used in grants or in consultation with the Career Center</i>	6071		Student Worker SR	

***Raises will be determined by the CPI only. No guaranteed annual raises.**

As we transition to the pay scales levels above, students that have received a higher hourly rate will continue to have their current rate of pay until termination. For example, if you are currently receiving \$8.75/hour and you return to the same position same office you will receive the \$8.75 rate until you leave the position.

Definitions of Rates & Hours

Level 1: Entry level, training required, routine tasks with modest degree of responsibility & judgment.

Level 2: Intermediate level position, some responsibility and skills, perform varied and moderately complex duties involving a moderate to substantial degree of responsibility and judgment. May direct or coordinate activities of other student employees. Usually requires previous training or equivalent experience.

Level 3: Advanced level position, Perform varied and complex duties involving a high degree of responsibility and judgment. May lead activities of other student employees. Ability to perform work independently or with minimal supervision. Usually requires considerable training or equivalent experience in a specialized or technical field.

Level 4: High level of technical skills, independent work with ability to problem solve.

Candidates for Academic Year

- Qualified student worker candidates must be a TCNJ matriculated student with 3 units or 6 credits
- Candidate can work up to 15 hours per week provided budget allows

- Complete I9 and produce proper I9 documentation, students qualified for Federal Work Study (FWS) are given priority up until October 31
- Students qualified for FWS qualify for the Community Work Study Program (CWS). This program assists community partners and traditionally pays at a higher rate. Students in this program can work up to the award amount.

Candidates for Summer

- Must be a student, college or high school with appropriate work documentation
- If departmental budget, allows students can work up to a 40 hour work week within a 90 day period

To hire Non TCNJ students or new TCNJ students for the summer refer to the web site or call the Career Center for Summer Start and End date. But if a department wants to hire their current student for the summer they must re-hire that student using a start date that is after the students end date. No current student is to be extended through the summer in their current position they must be re-hired in a summer position because of the FICA regulations(Academic jobs cannot be extended, they must be re-hired as summer workers!) Summer start dates for students who are currently working in your department should be the first day of the next pay period after their Academic year job ends which can be found on the payroll web site or this web site. Employers wishing promote a student should contact the Student Employment Office at 609.771.2161.

Procedural Impact & Considerations

- **Summer Start Dates**-Student Employment Coordinator will post summer contract dates on the web site.
- **Budget Manager** and implications of Fiscal year and hiring terms Fall Spring Summer
- **Employer Training** (specifically with large employers)
- **Procedures for new levels & job titles** employers need to select pay rates for the first time and place at the job description stage. Reports will be run to inform employers; job descriptions in pending changes can be made by student employment before it goes live.