

TO: Deans, Directors, and Department Chairs

FROM: Joann Johnson

RE: Student Employment Wage Plan

Attached is the salary plan for students employed at the University of Wisconsin-Extension.

**All new student employees must have a Criminal Background Check done prior to employment. Student employees gone for more than 6 months must have a new Criminal Background Check done prior to re-employment.**

Continuing student employees may receive a pay plan increase to recognize merit, market, wage compression or other compensable factors. Increases would be funded from existing budgets. The minimum of the Basic level is \$7.25 per hour.

Within the general limits of the plan, departments will be able to continue to give wage increases on a schedule which best meets their needs. Increase request should be sent to Angela Schultz ([angela.schultz@uwex.edu](mailto:angela.schultz@uwex.edu)). Increases for student employees may not exceed fifty-cents per hour without the prior approval from your Dean's or Director's office and Office of Human Resources.

Students may be hired to assist administrators, faculty, and staff in carrying out their duties in the University of Wisconsin System. This paper sets forth the University of Wisconsin System operating policies for employment of student employees, since the [Wisconsin Statutes](#) do not define procedures relating to student employees. [FAP - Payment Methods and Timing for Payroll \(G32\)](#) addresses payroll payment policies.

Special rules apply for the Student FICA Exemption and are addressed in [G-18A](#). G-18A states: "The following services shall be excluded from OASDHI coverage, and subsequent modifications of the state-federal agreement shall continue to provide for their exclusion:....Services performed in the employ of a school, college, or university, if the service is performed by a student who is enrolled and regularly attending classes at the school, college, or university."

"Student employee" is defined as an unclassified employee, at least sixteen (16) years old<sup>1</sup>, of the University of Wisconsin System who:

- A. is registered/enrolled for academic credit at an educational institution for the current or upcoming semester. An educational institution shall be defined as:
  1. an accredited institution of higher learning granting associate degrees or higher;
  2. a technical college;
  3. a vocational or trade school; and
  4. a high school.
- B. provide part-time and/or temporary administrative, clerical, laborer, technical, or other general support to administrators, faculty, and staff of the institution.
- C. are not appointed as a student assistant or employee in training as specified in [s. 36.19, Wis. Stats.](#) and as defined in Unclassified Personnel Guideline #1.
- D. participate in an employment relationship as defined in [FAP - Personal Services Payments \(F31\)](#) .

Eligibility for summer employment extends to (a) students enrolled for the summer term, (b) students registered during the prior spring term who are planning to continue as students during the fall semester or (c) new students or pre-registered continuing students accepted for the next fall term.

A social security tax deduction of 7.65% must be deducted from student hourly employee's payroll checks during the summer if these students are not in the Inter-Session and/or Summer Session. Effective July 1, 2000, students must be enrolled half-time to be eligible for the exemption. The half-time enrollment provision replaces the 600 hour rule. The Student Verification form should be completed by the student and returned to their supervisor. This form can be found at:

<http://www.uwex.edu/payroll/documents/StudentVerificationForm.pdf>

Student hourly employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

Therefore, student employees (except those engaged in agricultural work) who are employed for more than 40 hours in a week ***within the University System*** will receive premium pay for the hours worked beyond 40 at the rate of one and one-half times the regular hourly rate.

If you have any questions, please call Angela at 262-9475.

**ATTACHMENT 1**  
**Student Hourly Rates**

<b>Level</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Basic</b>	<b>\$ 7.25</b>	<b>\$ 19.05</b>
<b>Intermediate</b>	<b>\$ 7.25</b>	<b>\$ 19.05</b>
<b>Advanced</b>	<b>\$ 7.25</b>	<b>\$ 19.05</b>

**UNIVERSITY OF WISCONSIN-EXTENSION**  
**STUDENT PAY PLAN**

The pay plan which follows established three classification levels for jobs filled by student employees: Basic, Intermediate, and Advanced. All student employee jobs should be placed in one of the three categories. The descriptions and examples in each level are general and provide a framework for classifying additional jobs not mentioned below.

**I. BASIC LEVEL:**

Work done under close supervision: procedures are well established; employees are not usually required to make decisions which are not well defined in existing policies and/or procedures.

**EXAMPLES OF THIS TYPE OF WORK:**

Routine food service work including grill cooking.  
Routine laboratory work such as dishwashing, preparation of solutions and media.  
General labor and custodial work.  
Routine clerical work such as simple filings, incidental typing, messenger work, duplicating machine operation, desk clerk.

**II. INTERMEDIATE LEVEL:**

Work that requires, for a major portion of the time, some independent judgment or initiative; and/or requires special knowledge, skills or abilities; and/or requires a major amount of heavy physical exertion; and/or involves adverse hours or working conditions; and/or involves supervisory responsibilities for an activity of limited size.

**EXAMPLES OF THIS TYPE OF WORK:**

Typing or data entry that requires some decision making.  
Routine word processing.  
Clerical work.  
Stenographic work involving taking and transcribing dictation.  
Laboratory work involving simple interpretation of tests or involving complex procedures.  
Supervision of recreational activities.  
Drafting work.  
Farm labor, including equipment operation.  
Heavy labor and custodial work.

Party attendant.  
Production cook helper  
Set-up crew work.  
Language laboratory attendant.  
Truck driving.  
Heavy labor and custodial work.  
Supervisors of activities of a limited size or scope.  
Word processing requiring some decision making beyond basic grammar and format; may include some editing.

### **III. ADVANCED LEVEL:**

Work that requires, for a major portion of the time, advanced specialized knowledge, skills or abilities; or involves supervisory responsibilities for large or complex activities, usually involving a number of concurrent activities.

#### **EXAMPLES OF THIS TYPE OF WORK:**

Advanced word processing  
Technical typing and foreign language typing.  
Editorial work.  
Class reader and grader.  
Artist or musician.  
Computer programming.  
Language translator.  
Specialized laboratory work such as advanced interpretation of test results.  
Supervision of a large or complex activity.  
Residence Halls Night Repairman  
Night Building Manager  
Maintenance of financial records requiring advanced accounting knowledge.  
Installation, operation, maintenance, calibration, of audiovisual or electronic instrumentation and equipment.  
Supervision of recreational activities requiring special qualifications.

### **TO QUALIFY FOR STUDENT HOURLY EMPLOYMENT:**

#### **I. Definition**

For the purposes of this policy, "student employee" is defined as an unclassified employee, at least sixteen (16) years old<sup>1</sup>, of the University of Wisconsin System who:

- A. is registered/enrolled for academic credit at an educational institution for the current or upcoming semester. An educational institution shall be defined as:
  1. an accredited institution of higher learning granting associate degrees or higher;
  2. a technical college;
  3. a vocational or trade school; and
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- B. provide part-time and/or temporary administrative, clerical, laborer, technical, or other general support to administrators, faculty, and staff of the institution.

- C. are not appointed as a student assistant or employee in training as specified in [s. 36.19, Wis. Stats.](#) and as defined in Unclassified Personnel Guideline #1. D. participate in an employment relationship as defined in [FAP - Personal Services Payments \(F31\)](#) .

## **II. Summer employment**

Eligibility for summer employment extends to (a) students enrolled for the summer term, (b) students registered during the prior spring term who are planning to continue as students during the fall semester or (c) new students or pre-registered continuing students accepted for the next fall term.

## **III. EMPLOYEES UNDER 18 YEARS OF AGE:**

- A. A child labor permit must be secured before the employee begins work. Each permit will only cover the position for which it was issued.
- B. Child labor permits are secured by the prospective employees from any Public High School.
- C. Requirements for obtaining a child labor permit:
  - 1. Proof of age - birth record or Baptismal record.
  - 2. Letter from employing department head stating their intention to employ the minor and the nature of the duties to be performed.
  - 3. Letter from parents stating that they desire the child to have the permit.
  - 4. Fee payable at time of obtaining permit.

**II. All new student employees must have a Criminal Background Check done prior to employment. Student employees gone for more than 6 months must have a new Criminal Background Check done prior to re-employment.**

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