

Section: **Policy Statement - Personnel**

Subject: **Student/Hourly Wage Compensation Policy**

Purpose: To provide a compensation plan framework for the Associated Students student and hourly employees

New/Revised:

Council Adoption Date: February 5, 2001

I. Background

The Associated Students provides diverse programs and services that require the hiring of hourly employees with varied skills and job responsibilities. It is a priority of the Associated Students 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 Associated Students shall employ students whenever feasible.

II. Policy

Members of each program staff will be responsible for setting the pay level for hourly employees within their program which will be commensurate with the level of assigned duties; and which will maintain consistency and internal equity within the pay structure.

The Associated Students hourly wage ranges from the federal/state minimum wage (whichever is higher) to a maximum of \$10.00 per hour. Program budget coordinators 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 will occur at the beginning of fall semester but may occur at other times as appropriate.

A request for an exception to the hourly wage range shall require approval by the Associated Students General Manager.

III. Non-discrimination

The principals of equal opportunity and non-discrimination will be observed in recruiting for and selecting all employees.