

STUDENT PAY RATE GUIDELINES: 2019 Summer and 2019-2020 Academic Year

I. Starting at \$7.25/hr. and up	Elementary or non-active assignment that requires little effort, such as attendant or monitor, etc.
II. Starting at \$7.50/hr. and up	Non-skilled work such as moving furniture or other materials, stacking books, or simple office work. Generally tasks that require little or no skill, training, or experience.
III. Starting at \$7.70/hr. and up	Moderately difficult work requiring some skill or experience. Examples include technical lab work, computer data entry, skillful typing, etc.
IV. Starting at \$8.00/hr. and up	Difficult work requiring substantial technical knowledge or other skill. Examples include difficult lab tasks, computer programming, complex office procedures or some other demanding tasks.
V. Starting at \$8.20/hr. and up	Assignments involving extraordinary tasks, skills, or conditions that deserve special attention. Division Heads will determine rates jointly.

NOTE: Pay increases for successive years of employment are based on performance standards and/or budgets and are at the discretion of the department. However, no more than \$.25 additional per hour can be paid to a student for successive years of employment.

Please note that Federal Work Study students must be paid the federally mandated minimum hourly rate as outlined above and cannot be paid a flat rate of pay/stipend. Federal regulations require us to be able to document an hourly wage rate. Therefore, the Payroll Office will no longer accept time sheets that do not indicate the rate of pay and total hours worked. Any timesheets received without an hourly rate of pay and total hours worked, will be returned to the respective department to be corrected. If you have any questions regarding paying Federal Work Study students, please contact Geoff Schoeneck (ext. 5142, schoeneg@lafayette.edu).