

**UNDERGRADUATE EMPLOYEE COMPENSATION PLAN  
EFFECTIVE 01/01/24**

**I. POLICY**

Adelphi University employs students in a wide variety of functions in academic as well as administrative areas. Student employees provide the University with a cost-effective resource to perform many important functions.

Adelphi University's practice is to compensate these services using the Student Employee Compensation Plan outlined below. The compensation plan reflects the Federal and State minimum wage and differing knowledge, skills and abilities. The compensation plan may be modified to reflect any future changes in Federal and State wage scales.

The Office of Human Resources will assist departments in the classification of their student employee positions. The established pay levels are designed to compensate students for special knowledge, skills and abilities required for a particular position. A student's pay should not exceed the maximum pay level in which they are classified and should not be chosen on the skills a student employee has, only the skills required to perform the job being classified. Compensation for student employees beyond the top of the salary range in any pay level category will only be made with approval from the appropriate Vice President or Senior Executive.

When students transfer from one position to another, they do not automatically move to another area earning the same rate of pay per hour, the pay rate will fall within the pay level of the position to which they are transferring.

**II. STUDENT EMPLOYEE COMPENSATION PLAN**

**PAY LEVEL 1 - \$16.00 - \$17.00 per hour**

Performs duties of a routine and simple nature, or performs duties which are counted toward educational requirements. Little responsibility and decision-making required. Little, if any, computer knowledge utilized in position. Limited or no previous training or work experience. Work may be closely supervised.

**Examples:** General clerical tasks such as filing, photocopying, answering phones, mail sorting, faxing, theater usher, book shelve, etc.

**PAY LEVEL 2 - \$17.00 - \$18.00 per hour**

Performs routine duties that involve a moderate degree of responsibility and judgment by the employee. Some skills, especially computer skills, or training and/or related experience required. Work does not require direct supervision.

**Examples:** Knowledge and utilization of Word, Windows, Excel, SAAS, etc.

**PAY LEVEL 3 - \$18.00 - \$20.00 per hour**

Performs semi-routine duties that involve a moderate degree of responsibility and judgment by the employee. Increased level of skills, training and/or job related experience. Requires specific knowledge or skill and/or equivalent experience or training. Receives only general supervision.

**Examples:** Knowledge and utilization of advanced, specialized concepts or functions unrelated to clerical duties are required and utilized in position. Requirements such as 6 credits coursework in Physics with B average, CPR certification, knowledge of web programming, advanced writing skills, technology repair/support, or which report to a Dean, Senior Executive, Vice President, or above, etc.

HOURLY RATE		
PAY LEVEL	MIN	MAX
1	\$16.00	\$17.00
2	\$17.00	\$18.00
3	\$18.00	\$20.00

**NYC and OFF-CAMPUS PAY LEVELS - \$16.00 per hour**

Positions in New York City and positions which require the student to perform functions off-campus either entirely or on a regular basis.

**Wage rates may be subject to change due to increases in the Federal or State minimum wage.**

**III. JOB DUTIES/COMPENSATION**

All students must be paid according to the pay levels they are classified into so the University is in compliance with Federal regulations requiring *equal pay for equal work*. In addition:

- The pay level ranges listed in the Student Employee Pay Scale (Section II) are established with a minimum and maximum hourly rate and any rate paid should fall within the range of a particular pay level.
- An individual who possesses the minimum skills necessary to perform a particular job may be hired at the minimum hourly rate. An individual should be hired at a higher hourly rate that is above the minimum if experience, training, and/or skill exceed the minimum job requirements.
- Wages for a job that includes a variety of job duties and responsibilities should be determined based on training, skills and duties and responsibilities which make up a major portion of the job.

**IV. PAY INCREASES**

Student employees may be eligible to receive a pay increase provided it is within the University's fiscal year budget.

Student employees may obtain pay increases by two means:

- **Merit:** A department may request a merit salary increase after a student has completed one year of service and is performing at a satisfactory level. A student normally will be awarded an hourly pay increase of up to a maximum of **\$0.25** per hour. Students will be eligible for one merit increase for each year of continued service in a department, **up to the maximum of the pay level of the position.**
- **Reclassification:** If a student has been assigned additional responsibilities or the complexity of duties has increased, a department may reclassify the position. The department must document the increased responsibilities, and the reclassification must be done on the online student automated student payroll system according to the applicable guidelines above.

***\*Increases are subject to supervisory approval. The hourly rate after one of the above pay increases should not exceed the maximum rate for that job and pay level.***

#### **V. STUDENT EVALUATIONS**

Regular evaluation of student employees helps the supervisor measure performance and also presents an ideal source of feedback for students. Using student evaluations is a useful method to assess and improve productivity. Supervisors should evaluate student performance at least once per year by completing an appropriate appraisal form and meeting with the student employee to discuss his/her performance. It is important that the supervisors explain the content of the appraisal and obtain a signature verifying the student has read and understood the evaluation. Student employees should be advised at the time of hiring that they may be evaluated. Conducting student evaluations for students will be a learning experience for future employment. All completed student evaluations should be kept by the department and a copy given to the student.