

# PAYROLL INFORMATION

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## STUDENT WAGE PLAN

The UW-Madison student employment wage plan establishes three levels of job categories for student employees: basic, intermediate, and advanced. University Housing assigns our positions to these job categories based on the level of responsibility and skills needed to perform the job, and establishes pay rates within the pay ranges set by campus. Rates for academic year and summer employment are reviewed annually and approved by the Director of University Housing. Academic year pay plan changes, if any, are usually implemented in January or August. The summer pay rates are generally effective from mid-May to end of August. Students working in positions for the first time receive the level 1 hourly wage.

### **Stipend Wage Structure:**

Some positions, such as House Fellows, receive lump sum stipends (often referred to as stipend staff) which are paid biweekly. The stipend payments are prorated to reflect how much the student is expected to work during the pay period. Pay periods which include holidays and school breaks may have a smaller payment or no payment at all if no work was performed. Stipend staff will receive a stipend chart denoting how much they will earn per pay period.

If a student on a stipend terminates employment prior to the end of the date specified in the stipend chart, the stipend and other compensation, such as the food account deposit, are prorated for the period the student was actually employed and the student must reimburse Housing for any overpayment.

### **Summer Differential:**

Student employees who work any hours between May 9, 2021 and September 4, 2021 will earn an additional \$0.50 per hour. All student hourly positions are eligible for the 50 cent differential.

### **Proficiency Levels:**

University Housing utilizes a skill-based compensation plan. Departments identify students who are eligible to receive a higher wage based on specific criteria set by each department. The intent is to create an incentive for current employees to perform to the best of their abilities and to encourage employees to stay in their position.

This policy applies to all student employees (hourly, stipend, and supervisory) working during the academic year and/or summer in positions that have multiple proficiency levels.

This policy also allows departments to select which of their positions have multiple proficiency levels.

- Review of and changes to proficiency levels will generally take place with the publishing of a new Handbook at the start of each academic year.
- All positions will hire new students into a level one position.
- Students continuing to work in the same position, and same proficiency level, in the summer will receive their academic year wage during the summer, unless there is an identified summer wage for the position. (Students will still receive summer differential)
- A student cannot be moved to a lower proficiency level within the same title position they are currently receiving a higher level wage for.

**Process:**

- The earliest effective date of a proficiency level wage increase will be the first day of the next pay period or a future pay period if chosen. Departments must include confirmation that criteria set by each area has been met. If necessary, Human Resources is able to process retroactive pay for a missed proficiency level increase.
- Decisions to move a student to a higher proficiency level should be made by full-time managers, and must be approved by the department head, or their designee.
- Student supervisors can make recommendations to full-time managers, but final decisions, changes in SEA, and communication to students will be made by full-time managers.
- Students wishing to appeal their current wage should follow the standard appeal process.

The following criteria for movement to a new proficiency level will be used by the departments. Specific positions within a department may have additional requirements, which will be listed on the position description.

**Assignments:**

**University Housing Ambassador & University Housing Ambassador, Student Supervisor**

Level	Criteria
1	<ul style="list-style-type: none"><li>• Meets all minimum criteria as listed in the position description</li></ul>
2	<ul style="list-style-type: none"><li>• Two full terms of experience</li><li>• Over 80 hours worked per term for both terms</li><li>• Must have received "Effective and Competent" or higher marks on most recent evaluation</li></ul>
3	<ul style="list-style-type: none"><li>• Four full terms of experience</li><li>• Over 80 hours worked per term for all four terms</li><li>• Must have received "Effective and Competent" or higher marks on most recent evaluation</li></ul>
4	<ul style="list-style-type: none"><li>• Six full terms of experience</li><li>• Over 80 hours worked per term for all six terms</li><li>• Must have received "Effective and Competent" or higher marks on most recent evaluation</li></ul>

**Term Definition:**

- Fall Term: Start of Opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students by an email.

**Business Services:**

**Accounting Assistant**

Level	Criteria
1	<ul style="list-style-type: none"><li>• Meets all minimum criteria as listed in the position description</li></ul>
2	<ul style="list-style-type: none"><li>• Returning staff member with at least one semester of experience (summer counts as 1 semester)</li></ul>
3	<ul style="list-style-type: none"><li>• Returning staff member with at least two semesters of experience (summer counts as 1 semester)</li><li>• Possess skills beyond a basic level with budget/accounting tasks</li><li>• Takes a leadership role in training new staff on basic office functions and, if employed during the summer, summer specific functions.</li></ul>

**Conference Services:**

**Administrative Assistant**

Level	Criteria
1	<ul style="list-style-type: none"><li>• Meets all minimum criteria as listed in the position description</li></ul>
2	<ul style="list-style-type: none"><li>• Returning staff member with at least 1 full semester of experience (summer counts as 1 semester)</li><li>• Acceptable performance</li></ul>
3	<ul style="list-style-type: none"><li>• Returning staff member with at least 2 full semesters of experience (summer counts as 1 semester)</li><li>• Possess skills beyond a basic level with budget / accounting tasks</li><li>• Takes a leadership role in training new staff on basic office functions and, if employed during summer, specific responsibilities for conference/campbusiness</li></ul>

**Conference Services Assistant**

Level	Criteria
1	<ul style="list-style-type: none"><li>• Meets all minimum criteria as listed in the position description</li></ul>
2	<ul style="list-style-type: none"><li>• Returning staff member for summer</li><li>• At least 1 full summer's experience in CSA or AA position with acceptable performance</li><li>• Takes a leadership role in training and role modeling to other staff some summer specific functions including customer service, billing, database navigation, and onsite needs of summer groups (i.e. check-ins, logistics)</li></ul>

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students verbally, followed by an email.

### **Dining & Culinary Services:**

Students are eligible to be paid based on semesters worked as defined below. Dining has two cutoff dates that will be used to determine what counts as a semester worked. Employees must have a start date before December 1 to count for the fall semester or April 15 for the spring semester. The summer term does not count as a semester. Employees will receive an increase for every additional semester they are actively employed with Dining or until they reach the highest level in their title.

- Review of employees for semester increases will occur twice a year. Assessments will be made as close to the cutoff dates as possible.
- Pay increases will be effective the start of the next pay period following the cutoff date.
- Semesters worked at any unit count towards this total.
- Semesters worked at other Housing departments do not count towards this total, due to the different skills involved.
- *\*Proficiency level requests outside of the cutoff dates will be made on a case by case basis*

### **Semester Definition:**

- Fall semester: start of academic Fall semester to December 1
- Spring semester: start of academic Spring semester to April 15

### **Team Member, Cashier, Barista, Starbucks Barista, Student Stocker and Culinary Assistant**

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience
4	An additional semester of experience
5	An additional semester of experience

### **Student Supervisor**

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience <ul style="list-style-type: none"> <li>• <i>Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2</i></li> </ul>
3	2 full semesters of experience
4	3 full semesters of experience & a successful performance evaluation <ul style="list-style-type: none"> <li>• <i>Review for level 4 increase will occur in conjunction with the cutoff dates listed above</i></li> <li>• <i>Should a student fail the evaluation, a review will take place at the next cutoff date</i></li> </ul>

### **Office & Head Student Supervisor**

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience <ul style="list-style-type: none"> <li>• <i>Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2</i></li> </ul>
3	2 full semesters of experience & a successful performance evaluation <ul style="list-style-type: none"> <li>• <i>Review for level 3 increase will occur in conjunction with the cutoff dates listed above</i></li> <li>• <i>Should a student fail the evaluation, a review will take place at the next cutoff date</i></li> </ul>

### **Office Assistant & Dietetic Nutrition Office Assistant**

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience

**Human Resources:**

<b>Title</b>	<b>Proficiency Level</b>	<b>Hourly Wage</b>	<b>Category</b>	<b>Summary of duties</b>
HR & Payroll Office Assistant	1	\$10.00	Basic	Performs data entry and a variety of routine office support tasks. Completes work following existing procedures. Assists with office coverage as needed.
HR & Payroll Office Assistant	2	\$10.50	Basic	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR & Payroll Office Assistant	3	\$10.75	Basic	Returner to the HR & Payroll Office Assistant title.
HR & Payroll Assistant	1	\$10.50	Intermediate	Core duties, plus assists with training. Documents process and procedures. Troubleshoots hiring and payroll situations. Tracks statistical data.
HR & Payroll Assistant	2	\$11.00	Intermediate	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR & Payroll Assistant	3	\$11.25	Intermediate	Returner to the HR & Payroll Assistant title.
HR & Payroll Assistant Advanced	1	\$11.50	Advanced	Corresponds with managers on employment matters. Tracks and analyzes statistical data. Creates trainings and reference materials. Assists with recruitment processes. Independently performs advanced special projects.
HR & Payroll Assistant Advanced	2	\$12.25	Advanced	Returner to the HR & Payroll Assistant Advanced title.

Students will be assessed at the end of each semester. Proficiency level changes will be communicated to students in 1 on 1 discussions with the student's supervisor.

**Marketing:**

**All Positions**

Level	Criteria
1	<ul style="list-style-type: none"><li>Meets all minimum criteria as listed in the position description</li></ul>
2	<ul style="list-style-type: none"><li>One full term of experience</li><li>Over 100 hours worked per term</li></ul>
3	<ul style="list-style-type: none"><li>Two full terms of experience</li><li>Over 100 hours worked per term for both terms</li></ul>
4	<ul style="list-style-type: none"><li>Three full terms of experience</li><li>Over 100 hours worked per term for all three terms</li></ul>

Term Definition:

- Fall Term: Fall opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to Day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students verbally, followed by an email.

**Technology Services:**

Three hundred hours must be completed in the specific job title in order to advance to the next proficiency level. Students are eligible for proficiency level two once they have worked 300 hours. If there is a proficiency level three, students are eligible once they have worked 300 hours at level two.

Students will be assessed during WiGrow conversations. Proficiency level changes will be communicated to students in 1-on-1 discussions and via email.

**Residence Hall Facilities:**

Students are eligible for level two once they have met the requirements outlined on the position description. Students need to achieve six of the nine listed requirements on a consistent basis before they are considered for a level two position. Student supervisors need to achieve six of the nine listed requirements, as well as three of the four listed leadership requirements, on a consistent basis before they are considered for a level two position. Students will be assessed three times a year: during the Spring and Fall semesters, and the Summer. Proficiency level changes will be communicated to students during an in-person conversation with their supervisor.

**Residence Life:**

Students are eligible to be paid at one of two levels based on experience working in the same title. Students must have 9 months active work (does not need to be consecutive) and a minimum of 200 hours worked in a position without performance or discipline issues in order to be considered for proficiency level 2. (Students who work a concurrent role; i.e. House Fellow and Desk would be considered independently). Desk staff who have 9 months of active work in the position may be considered for level 2 in the Desk Administrative Assistant position. Desk Supervisors who have 9 months of active work as a Desk Supervisor and 15 weeks summer experience in any desk position may be considered for level 2 in the Summer Staff Coordinator position. Summer House Fellows must have completed a summer term in the summer House Fellow role in order to be eligible for level 2 the following summer. Exceptions to this criteria can only be made by the Director of Residence Life.

Students will be assessed at the end of the academic year or 9 months after they start a new position. Proficiency level changes will be communicated to students during meetings with their supervisor.

**University Apartments:**

**Apartment Facilities Positions**

Students are eligible to be paid at one of two levels based on length of service to University Apartments, or prior work experience, and knowledge and skills displayed at work.

Level 1:

All students new to University Apartments begin at proficiency level one.

Level 2:

Students are eligible for proficiency level two after meeting the requirements outlined on the position description. Students will need to meet a work experience requirement and consistently meet 6 of 9 identified skills to advance to level two. Student supervisors need to meet the work experience requirement, 6 of the 9 identified skills, and 3 of 4 identified supervisory skills.

Students will be assessed once per month. Proficiency level changes will be communicated to students via email.

**Early Childhood Classroom Aide**

Level	Criteria
1	<ul style="list-style-type: none"> <li>Meets all minimum criteria as listed in the position description</li> </ul>
2	<ul style="list-style-type: none"> <li>Provided documentation of successfully completing the required coursework: either a 40 hour class from a technical college or a 3 credit child development class from a university</li> <li>One month work experience at Eagle’sWing</li> </ul>
3	<ul style="list-style-type: none"> <li>Completed 300 hours of work at Eagle’sWing</li> </ul>

Students will be assessed once per month. Proficiency level changes will be communicated to students via email.