

MANUAL Student Employment Office Office of Career Services	SECTION Hiring of Student Employees	PAGE 1 / 1
SUBJECT <i>Assigning Classifications and Pay Rates</i>		REVISED

Students must satisfy the basic qualifications listed on the student job description for the position the student is to fill. (See Student Job Descriptions)

Certain alternative qualifications can, in some cases, be used to waive the stated qualifications. Contact the Coordinator for Student Employment if you have such a situation.

STUDENTS SHOULD NORMALLY BE PLACED IN STEP A IN THE GROUP WHICH THEY ARE HIRED.

Each job description includes qualifications that the student must meet in order to start that student at Step B. This does not mean that the department must place a student at Step B if he/she meets the stated qualification. It is merely an option that the department may wish to exercise. This option requires a justification memo that explains how the student exceeds the basic qualifications.

In the event that you wish to hire a student worker above Step B or at an hourly rate that exceeds the student wage plan for a given classification, contact the Coordinator for Student Employment prior to making a commitment to the student. It will usually be necessary to provide information regarding the student's employment history and the position you wish the student to fill; we have limited flexibility in this area.