

MEMORANDUM

TO: Deans, Directors and Program Heads
 FROM: Kimberley A. Harris *KAH*
 DATE: May 15, 2020
 SUBJECT: FY 2020/21 Rate Ranges for Student Employees

The following are approved rate ranges for hourly student employees for FY 2020/21 (e.g., those hired in job code 0699). The minimum and maximum rates for both categories of students will remain the same as in FY 2019/20.

As a reminder, two categories are used for student rate ranges. The first, “Student Assistants-General” includes, for example, office support, service workers, general library support and program support. These students work under regular and direct supervision, and require basic to intermediate skills to perform their work. The second group, “Student Assistants-Advanced/Specialized” includes, for example, advanced tutors, research assistants and students performing advanced technical and/or computing tasks. These students often work independently and apply intermediate to advanced skills in their work. Hiring departments are expected to apply these general criteria in establishing appropriate starting wage rates for their student employees. Common sense dictates that departmental rate structures and individual hiring rates be related to the work performed, the experience and qualifications of the students. New student employees and students performing basic tasks should, therefore, start lower in the range than experienced students and students performing advanced tasks.

The following are the current approved rate ranges for hourly student employees for FY 2019/20.

| <u>CURRENT RATES (FY 2019/20)</u> | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|---|----------------|----------------|
| Student Assistants-General | \$10.25 | \$16.25 |
| Student Assistants-Advanced/Specialized | \$11.25 | \$19.25 |

The following are the approved rate ranges for hourly student employees for FY 2020/21.

| <u>EFFECTIVE 07/01/20 (FY 2020/21)</u> | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|---|----------------|----------------|
| Student Assistants-General | \$10.25 | \$16.25 |
| Student Assistants-Advanced/Specialized | \$11.25 | \$19.25 |

The College Work Study contribution for qualified students will remain at 75%, requiring that 25% of student wages be borne by hiring departments. Undergraduate students eligible for Duke Work Study will be paid 50% from financial aid sources and 50% from departmental funds. Any questions regarding federal work study should be directed to Sally Mak, the Work Study Payroll Specialist, in the Office of Student Loans & Personal Finance, at 660-3636.

Students returning to the same position in the same department are eligible for periodic wages increases subject to normal performance considerations. Increases in the \$0.25 - \$0.50 per hour range are appropriate yearly increases. Increases are normally granted at the start of the fiscal year or the start of the academic year, but some departments may prefer a system of smaller increases with each semester of continuous service. In either case, departmental guidelines should be established and consistently followed.

In some limited circumstances, skills needed may be so unique and specialized that rates above the maximum for "Student Assistants-Advanced/Specialized" may be appropriate. Deviations from the established hourly rate ranges for undergraduate, graduate and professional students require advance approval from your management center budgetary authorities prior to making rate commitments to individual students or processing any payroll transaction. Requests for approval should be in writing outlining the rationale for the deviation. We believe that we have structured the ranges with sufficient latitude so that there should be few, if any, requests for exceptions to the established rates.

Please call me, Christy Boles or Gwendolyn Purnell if you have any questions. We may be reached at 684-3501.

KAH/az

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