

MEMORANDUM

TO: All Office and Department Heads
Office and Secretarial Staff

FROM: Lisa Youngkin Rex
Director Human Resources/Employment

DATE: September 2, 2009

RE: STUDENT PAY RATES ACADEMIC YEAR 2009-2010

STUDENT PAY GRADES

2009 – 2010 ACADEMIC YEAR

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| I. | (\$7.25/hr.) | Elementary or non-active assignment that requires little effort, such as attendant or gym monitor, etc. |
| II. | (\$7.50/hr.) | 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. | (\$7.70/hr.) | Moderately difficult work requiring some skill or experience. Examples include technical lab work, computer data entry, skillful typing, etc. |
| IV. | (\$8.00/hr.) | 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. | (\$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.