



HUMBOLDT STATE UNIVERSITY

January 5, 2007

To: Supervisors of Student Employees

From: Mary Fischer
Director of Human Resources

Re: Student Wage Schedule

The California minimum wage has been changed to \$7.50 an hour effective January 1, 2007. Effective January 1, 2008, it will again change to \$8.00 an hour. This will primarily affect student assistants (work study and non-work study).

As a result, we have adjusted the minimum, midpoint, and maximum of our student wage schedule for the three class levels as follows:

Effective January 1, 2007

	Minimum	Midpoint	Maximum
Class I	\$7.50	\$9.40	\$11.25
Class II	\$7.90	\$10.85	\$13.80
Class III	\$8.30	\$12.25	CSU maximum (\$16.17)

Effective January 1, 2008

	Minimum	Midpoint	Maximum
Class I	\$8.00	\$10.00	\$12.00
Class II	\$8.40	\$11.55	\$14.70
Class III	\$8.80	\$12.50	CSU maximum (\$16.17)

Please note that the HSU maximum for Class III will be consistent with the CSU maximum, currently \$16.17. Should the CSU maximum increase, we will adjust the maximum of Class III accordingly.

The ranges were adjusted to maintain a consistent spread (distance) between the minimum and maximum of each range and between ranges, rounded to the nearest nickel.

Given the new wage schedule, above, supervisors of student assistants are advised to take the following actions:

1. Student assistants must be hired at a rate of at least \$7.50. Any SPAR forms reflecting a rate less than \$7.50 will be adjusted in the Payroll Office.
2. Supervisors should review the pay rates of student positions assigned to Classes II and III to ensure that the wage is at least the minimum of the

appropriate range. The assignment of a position to Class I, Class II, and Class III is at the discretion of the supervisor based on the duties of the position and the criteria outlined in the classification definitions at <http://www.humboldt.edu/~hsuhr/docs/CLASSIFICATIONLEVELS.pdf>.

3. Supervisors may wish to review the pay rates of their student assistants for potential adjustments. Increases should be based on performance as well as the responsibilities of the position and not across the board.
4. Supervisors wishing to adjust wage rates should indicate the new rate on the January Student Assistant Time Voucher.

Complete information on the student salary ranges, classification criteria, and student employment guidelines can be found at <http://www.humboldt.edu/~hsuhr/docs/GENERALGUIDELINES.pdf>. Questions can be directed to the Payroll Office at 826-3736 or Human Resource Office at 826-3626.