2015-16 Compensation Instructions for University of Minnesota System-Wide Undergraduate Students

Introduction

This memo provides instructions for implementation of the fiscal year 2015-16 (FY’16) compensation increases that the President is recommending to the Board of Regents as part of the overall University budget. The FY’16 budget recommendation will be reviewed by the Board of Regents at its May meeting, and considered for approval by the Board of Regents at its June 2015 meeting. Please use the parameters and information in this memo to guide your unit in preparing this year’s budget and compensation for this year.

These instructions apply to undergraduate student employees on all University of Minnesota campuses and includes job classifications 2221 through 2226.

Graduate academic student employees (95xx) are covered by a separate instruction, the FY16 Compensation Instructions for Faculty, P&A, and Civil Service. Graduate students appointed to bargaining unit classifications are considered bargaining unit employees.

Undergraduate academic student employees (formerly 9522-23, 9512-13) are included in these compensation instructions.

Salary Floor – FY16
Effective June 15, 2015 the floor or minimum salary rate is $9.00 an hour.

Every student employee must be paid at or above the floor.

Salary Changes – FY16
There is no automatic salary increase for student employees.

Salary adjustment and/or lump sum increases may be granted at any time during the 2015-2016 fiscal year at the discretion of the unit. The unit determines the amount and timing of the salary adjustment and/or lump sum.

Units that have established promotional criteria and increases associated with such criteria for their undergraduate students may continue to follow these procedures.
Undergraduate Research and Teaching Assistants (UM students)
Undergraduate teaching and research assistants (formerly 9522-23, 9512-13) are now classified as Student Academic Support (with job code 2221). Students will be paid at or above $9.00 an hour. Setting salaries, salary changes and/or lump sum payments and promotional criteria are at the department’s discretion.

Compensation Policy, Related Information
Premium Payments
Information on premium payments (e.g., shift differential, holiday pay) is available at http://www.umn.edu/ohr/toolkit/compensation/premium

Overtime
Students must be paid overtime, one and a half times the individual's regular rate of pay, when a student employee works in excess of 40 hours per week.

Pay Plan Questions
Please refer questions to your Unit HR Professional or Office of Human Resources HR Consultant

Working with Student Employees
http://www1.umn.edu/ohr/toolkit/hiring/studentemployees/index.html

There is no central HRMS implementation of this pay plan. The entry of all increases is the responsibility of the departments.