

PAYROLL INFORMATION

STUDENT WAGE PLAN

The UW-Madison student employment wage plan establishes three levels of job categories for student employees: basic, intermediate, and advanced. University Housing assigns our positions to these job categories based on the level of responsibility and skills needed to perform the job and establishes pay rates within the pay ranges set by campus. Rates for academic year and summer employment are reviewed annually and approved by the Director of University Housing. Academic year pay plan changes, if any, are usually implemented in January or August. The summer pay rates are generally effective from mid-May to end of August. Students working in positions for the first time receive the level 1 hourly wage.

Stipend Wage Structure:

Some positions, such as House Fellows, receive lump sum stipends (often referred to as stipend staff) which are paid biweekly. The stipend payments are prorated to reflect how much the student is expected to work during the pay period. Pay periods which include holidays and school breaks may have a smaller payment or no payment at all if no work was performed. Stipend staff will receive a stipend chart denoting how much they will earn per pay period.

If a student on a stipend terminates employment prior to the end of the date specified in the stipend chart, the stipend and other compensation, such as the meal account are prorated for the period the student was actually employed and the student must reimburse Housing for any overpayment.

Summer Differential:

University Housing may offer a summer differential to students who work during the summer months (mid-May to end of August). Details regarding the differential amount are announced each Spring when summer hiring begins.

Proficiency Levels:

University Housing utilizes a skill-based compensation plan. Departments identify students who are eligible to receive a higher wage based on specific criteria set by each department. The intent is to create an incentive for current employees to perform to the best of their abilities and to encourage employees to stay in their position.

This policy applies to all student employees (hourly, stipend, and supervisory) working during the academic year and/or summer in positions that have multiple proficiency levels.

This policy also allows departments to select which of their positions have multiple proficiency levels.

- Review of and changes to proficiency levels will generally take place with the publishing of a new Handbook at the start of each academic year.
- All positions will hire new students into a level one position.
- Students continuing to work in the same position, and same proficiency level, in the summer will receive their academic year wage during the summer, unless there is an identified summer wage for the position. (Students will still receive summer differential)
- A student cannot be moved to a lower proficiency level within the same title position they are currently receiving a higher level wage for.

Process:

- The earliest effective date of a proficiency level wage increase will be the first day of the next pay period or a future pay period if chosen. Departments must include confirmation that criteria set by each area has been met. If necessary, Human Resources is able to process retroactive pay for a missed proficiency level increase.
- Decisions to move a student to a higher proficiency level should be made by full-time managers, and must be approved by the department head, or their designee.
- Student supervisors can make recommendations to full-time managers, but final decisions, changes in SEA, and communication to students will be made by full-time managers.
- Students wishing to appeal their current wage should follow the standard appeal process.

The following criteria for movement to a new proficiency level will be used by the departments. Specific positions within a department may have additional requirements, which will be listed on the position description.

Residential Operations (Assignments, Conferences/Events/Desks, Marketing)

Assignments:

University Housing Ambassador & University Housing Ambassador, Student Supervisor

Level	Criteria
1	<ul style="list-style-type: none">• Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">• Two full terms of experience• Over 80 hours worked per term for both terms• Must have received "Effective and Competent" or higher marks on most recent evaluation
3	<ul style="list-style-type: none">• Four full terms of experience• Over 80 hours worked per term for all four terms• Must have received "Effective and Competent" or higher marks on most recent evaluation
4	<ul style="list-style-type: none">• Six full terms of experience• Over 80 hours worked per term for all six terms• Must have received "Effective and Competent" or higher marks on most recent evaluation

Term Definition:

- Fall Term: Start of Opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students by an email.

Conference, Events, and Desk Services:

Students must have 9 months of active work in the position to be considered for level 2.

- Conference, Event and Desk Services staff who have 9 months of active work in their position may be considered for level 2 in the Desk Administrative Assistant position.
- Experience in the Summer Conference Support Staff role may be considered toward the 9 months of active work requirement in the Conference Services Assistant position.
- Desk Supervisors who have 9 months of active work as a Desk Supervisor and 15 weeks summer experience in any desk position may be considered for level 2 in the Summer Staff Coordinator position.

Marketing (all positions except Print Production Lead)

Level	Criteria
1	<ul style="list-style-type: none">• Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">• One full term of experience• Over 100 hours worked per term
3	<ul style="list-style-type: none">• Two full terms of experience• Over 100 hours worked per term for both terms
4	<ul style="list-style-type: none">• Three full terms of experience• Over 100 hours worked per term for all three terms

Print Production Lead

Level	Criteria
1	<ul style="list-style-type: none">• Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">• One full term/semester of experience at Level 1 in this position and 100 hours worked that term OR at least four full terms total of previous work in Housing Sign Shop• Meets expectations for performance and work quality• No work issues resulting in written discipline during most recent term
3	<ul style="list-style-type: none">• One full term/semester of experience at Level 2 of this position• Over 100 hours worked in previous term• Meets expectations for performance and work quality• No work issues resulting in written discipline during most recent term

Term Definition:

- Fall Term: Fall opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to Day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students verbally, followed by an email.

Residence Life:

Students are eligible to be paid at one of two levels based on experience working in the same title. Students must have 9 months active work (does not need to be consecutive) and a minimum of 200 hours worked in a position without performance or discipline issues in order to be considered for proficiency level 2. Summer House Fellows must have completed a summer term in the summer House Fellow role in order to be eligible for level 2 the following summer. Exceptions to this criteria can only be made by the Director of Residence Life.

Students will be assessed at the end of the academic year or 9 months after they start a new position. Proficiency level changes will be communicated to students during meetings with their supervisor.

Dining & Culinary Services:

Students are eligible to be paid based on semesters worked as defined below. Dining has two cut off dates that will be used to determine what counts as a semester worked. Employees must have a start date before December 1 to count for the fall semester or April 15 for the spring semester. The summer term does not count as a semester. Employees will receive an increase for every additional semester they are actively employed with Dining or until they reach the highest level in their title.

- Review of employees for semester increases will occur twice a year. Assessments will be made as close to the cutoff dates as possible.
- Pay increases will be effective the start of the next pay period following the cutoff date.
- Semesters worked at any unit count towards this total.
- Semesters worked at other Housing departments do not count towards this total, due to the different skills involved.
- **Proficiency level requests outside of the cutoff dates will be made on a case-by-case basis*

Semester Definition:

- Fall semester: start of academic Fall semester to December 1
- Spring semester: start of academic Spring semester to April 15

Cashier, Barista, Starbucks Barista, Student Stocker and Culinary Assistant

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience
4	An additional semester of experience
5	An additional semester of experience

Student Shift Lead

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience <ul style="list-style-type: none"> Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2 If the new hire was a level 3 Robot Delivery Coordinator prior to becoming a student supervisor, they will be moved to a proficiency level 2 as a student supervisor
3	2 full semesters of experience
4	3 full semesters of experience & a successful performance evaluation <ul style="list-style-type: none"> Review for level 4 increase will occur in conjunction with the cutoff dates listed above Should a student fail the evaluation, a review will take place at the next cutoff date

Office & Head Student Supervisor

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience <ul style="list-style-type: none"> Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2
3	2 full semesters of experience & a successful performance evaluation <ul style="list-style-type: none"> Review for level 3 increase will occur in conjunction with the cutoff dates listed above Should a student fail the evaluation, a review will take place at the next cutoff date

Office Assistant & Dietetic Nutrition Office Assistant

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience

Human Resources:

Title	Proficiency Level	Hourly Wage	Category	Summary of duties
HR & Payroll Office Assistant	1	\$15.00	Basic	Performs data entry and a variety of routine office support tasks. Completes work following existing procedures. Assists with office coverage as needed.
HR & Payroll Office Assistant	2	\$15.50	Basic	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR & Payroll Office	3	\$15.75	Basic	Returner to the HR & Payroll Office Assistant title.

Assistant				
HR & Payroll Assistant	1	\$15.50	Intermediate	Satisfactorily completes core duties mentioned in PD. Documents process and procedures. Troubleshoots hiring and payroll situations. Tracks statistical data.
HR & Payroll Assistant	2	\$16.00	Intermediate	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR & Payroll Assistant	3	\$16.25	Intermediate	Returner to the HR & Payroll Assistant title.
HR & Payroll Assistant Advanced	1	\$16.50	Advanced	Corresponds with managers on employment matters. Tracks and analyzes statistical data. Creates trainings and reference materials. Assists with recruitment processes. Independently performs advanced special projects.
HR & Payroll Assistant Advanced	2	\$17.25	Advanced	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR Employment Assistant	1	\$18.00	Advanced	Assist with full-time recruitment and selection activities and processing of employment lifecycle activities. Create training, user-guides, and reference materials. Organize and maintain employment records. Other administrative support functions and projects.
HR Employment Assistant	2	\$18.50	Advanced	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR Employment Assistant	3	\$18.75	Advanced	Returner to the HR Employment Assistant title

Students will be assessed at the end of each semester. Proficiency level changes will be communicated to students in 1 on 1 discussions with the student's supervisor.

University Housing Facilities:

Student employees are assessed every semester and during the summer for a level two wage. The level two wage increase will be communicated to the student via a conversation with their supervisor and will be signed off through the Assistant Directors of University Housing Facilities. All student positions are eligible for a level one and level two wage.

Level Two Skills Requirements for Student Staff:

- Must complete one term of work in the title (semester or summer), or display exceptional work over a minimum of 200 hours worked.
- Must achieve 6 of the 9 below on a consistent basis:
 - Ability to effectively work autonomously
 - Exhibits time management skills and ability to prioritize

- Meets performance expectations
- Follows up and follows through with tasks
- Serves as role model to peers
- Demonstrates ability to work effectively in a team environment
- Takes initiative, identifying and responding to issues independently
- Provides exceptional customer service to residents, staff and others
- Displays positive attitude and approaches work with optimism

Level Two Skills Requirements for Student Supervisor or Lead Staff:

- Must complete one term of work in the title (semester or summer), or display exceptional work over a minimum of 200 hours worked.
- Must achieve 6 of the 9 below on a consistent basis:
 - Ability to effectively work autonomously
 - Exhibits time management skills and ability to prioritize
 - Meets performance expectations
 - Follows up and follows through with tasks
 - Serves as role model to peers
 - Demonstrates ability to work effectively in a team environment
 - Takes initiative, identifying and responding to issues independently
 - Provides exceptional customer service to residents, staff and others
 - Displays positive attitude and approaches work with optimism
 - Must achieve 3 of the 4 below on a consistent basis:
 - Display leadership skills
 - Effectively complete administrative tasks
 - Ability to provide staff feedback and support in a way that is well-received
 - Understands the impact of the position

University Apartments:

Level 1: All students new to University Apartments begin at proficiency level one.

Level 2: Students are eligible for proficiency level two after meeting the requirements outlined on the position description. Students will need to meet a work experience requirement and consistently meet 6 of 9 identified skills to advance to level two. Student supervisors need to meet the work experience requirement, 6 of the 9 identified skills, and 3 of 4 identified supervisory skills.

Students will be assessed once per month. Proficiency level changes will be communicated via email.

Early Childhood Classroom Aide

Level	Criteria
1	<ul style="list-style-type: none"> • Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none"> • Provided documentation of successfully completing the required coursework: either a 40 hour class from a technical college or a 3 credit child development class from a university • One month work experience at Eagle's Wing

3	<ul style="list-style-type: none">Completed 300 hours of work at Eagle's Wing
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Students will be assessed once per month. Proficiency level changes will be communicated to students via email.