2014-15 Compensation Instructions for Undergraduate Students on Twin Cities Campus

Introduction

This memo provides instructions for implementation of the fiscal year 2014-15 (FY’15) compensation increases that the President is recommending to the Board of Regents as part of the overall University budget. The FY’15 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 2014 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.

This memorandum applies to undergraduate student employees on the Twin Cities Campus includes broad-banded classifications 27xx through 28xx.

Students with a PeopleSoft location code(s) of 'BETHEL', 'CHANHASSEN', 'EXCELSIOR', 'OFFCMPTC', 'ROSE_MOUNT', 'ROSERCHCTR', 'STPAUL', 'TCEASTBANK', 'TCWESTBANK' are included in this Twin Cities Undergraduate Student Pay Plan.

Undergraduate and graduate academic student employees (95xx) are covered by a separate instruction, the FY15 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 (95xx) will be reclassified in undergraduate 2xxx job classification during FY15 and will then be covered by these FY15 compensation instructions.

Salary Floor – FY15
Effective June 16, 2014 the floor or minimum salary rate is $8.00 an hour.

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

Salary Changes – FY15
There is no automatic salary increase for student employees.
Salary adjustment and/or lump sum increases may be granted at any time during the 2014-2015 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)**
During FY15 the undergraduate teaching and research assistants (95xx) will be reclassified in 2xxx job classifications. Students will be paid at or above $8.00 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](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](http://www.umn.edu/ohr/toolkit/compensation/premium)

Related Policies and Information
[Student Employment Policy](http://www.umn.edu/ohr/toolkit/compensation/premium)

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