

DATE: April 2011

TO: School and Department Administrators

FROM:

RE: Student Wage Administration for FY 2011/2012

The following pay levels, wage structure and wage administration policies will apply for the 2011/2012 academic year. Please note that the wage structure has not changed.

Pay Levels

There are five pay levels covering all undergraduate and graduate student jobs. The Student Employment Office or the Library Human Resources Office assigns individual positions to the pay levels. The level definitions are as follows:

Level 1	Positions include routine, often repetitive, job duties normally requiring little or no particular skills or prior experience. Duties are assigned on a daily or task basis within specific guidelines and procedures.
Level 2	Positions include routine and some non-routine duties requiring basic office and business skills and limited experience. Duties are performed within defined guidelines.
Level 3	Positions include non-routine, specific duties integral to the operation of a unit requiring specialized office and business skills and specific experience. Duties are assigned within general guidelines requiring setting priorities and the exercise of judgment.
Level 4	Positions include non-routine duties and some project responsibility requiring the interpretation of information and the application of previously acquired skills and experience. Duties are assigned within broad guidelines requiring independent action and the exercise of judgment.
Level 5	Positions include highly specialized duties and project responsibility requiring the ongoing interpretation of guidelines, the exercise of independent judgment and the application of skills that are often highly technical in nature. Duties are assigned on a project basis within broad guidelines requiring ongoing independence and the exercise of judgment.

Wage Structure

**2009/2010 Wage Rates
Effective 8/28/11**

Level 1	\$11.75
Level 2	\$12.25
Level 3	\$12.75
Level 4	\$13.25
Level 5	\$13.75

Wage Administration

The student payroll system will accept only the five possible rates indicated above.

The Fair Labor Standards Act (FLSA) regulates employers' activities, including Yale's, concerning hours of work; the payment of wages; minimum rates of pay; overtime payments and record keeping requirements. Student employees who perform non-exempt work (comparable to the duties of clerical and technical and service and maintenance staff) are subject to the provisions of the FLSA.

The FLSA requires that an accurate record of hours worked and wages paid in each pay period be maintained. The Act also requires that student employees working in non-exempt positions be paid overtime at the rate of time and one-half of their regular hourly rate if they work beyond 40 hours in a workweek at the University. Payment of overtime to employees in non-exempt positions is a requirement of the FLSA and the State of Connecticut and applies to all non-exempt student, casual, temporary and bargaining unit employees.

Connecticut law requires that employees be paid within eight days of the last day worked. Student time sheets or on-line entries must be made weekly to ensure the timely payment of wages. Periodically, the State of Connecticut or the U. S. Department of Labor conducts on-site audits of employers to ensure compliance with state and federal laws. Violations of these laws can result in back pay payments and fines for violations.

If you have any questions concerning the program, please do not hesitate to call the Compensation Office on 2-5717, the Student Employment Office on 2-0167 or the Library Human Resource Office on 2-1810. Thank you for your continued cooperation.