

CaPCOT Human Resources

Instructions for Student Employee Level Changes

# Please complete all portions of the Student Level Change form.

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|  |  |
|  | * **To request a level change the department must provide three things:**
 |
| [ ]  | 1. A solid job description for the student employee pay levels outlining the skill levels and experience needed for a student to move up. *Supervisors may use the job description as a checklist for the student’s skills for advancement.*
 |
| [ ]  | 1. A resume from the student outlining qualifications that meet the job description for the level that the supervisor recommends for the promotion.
 |
| [ ]  | 1. A completed level change form, explaining why the supervisor believes the student should be promoted***. If you have not completed an annual evaluation for this employee this year, please submit an evaluation with this level change request.*** (A supervisor may use the Student job description as a checklist to show competence of the current level for the form below.)
 |
|  | * ***Email all documents*** to ESTM@nau.edu for review. ***Please do not print them.*** ***If approved*** ESTM will print and sign the documents, and return them to the supervisor.
* The supervisor reviews and signs next
* The student employee reviews and signs the form last
* Return the signed forms to ESTM Bldg. 77, Room 101 for ePAR initiation.
* Pay increases will be made effective based on pay period ePAR deadlines
* Remember that all employment or pay changes are subject to appropriate Director, AVP or VP approval
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| Student Wage 2018 |  All students are hired at the bottom of their pay level, and may be promoted to the bottom of the next higher pay level when they have shown competence at their existing level and have begun learning the next level skills. |  |
| Job Description | Pay Levels  |  |
| LEVEL I | $8.50 |  |  |
| LEVEL II | $8.65  |  |  |
| LEVEL III | $9.15  |  |  |
| LEVEL IV | $9.65  |  |  |
| LEVEL V | $10.65 | \*\* |  |
| \*NAU minimum wage is ***$8.50/ hour effective October 23,2017***.  |  |
| \*\* Salaries above this rate will be evaluated and approved on a case by case basis. |  |

***\*\*\*Student Job Level Changes Require ESTM Approval***



Date of Last Level Change:

# STUDENT EMPLOYEE JOB LEVEL CHANGE FORM

 Date Submitted:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name:  |        | Student ID Number :  |        | Hire Date:  |        |
| Department:  |        | Current Job Level :  |   | Current Pay Rate :  |  $       |
| Supervisor Name:  |        | Requested Job Level:  |   |
|  |
| Year in School: [ ] Freshman [ ] Sophomore [ ]  Junior [ ]  Senior |

**Comments:**

(Please enter information here or on an attachment demonstrating the employee’s skills/experience level justifying the level change)

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature: |  | Date: |  |
|   |  |
|  | ***Print Supervisor Name*** |  |  |  |
|  |  |  |  |
|  |  |
|  |  |  |
| I,  |   |  accept this promotion and agree to meet the new performance requirements. |
|  | ***Print Employee Name*** |  |  |
| Employee Signature: |  |  | Date: |  |
|  |  |  |  |  |

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| --- |
| ***By signing this Level Change, the employee indicates that he/she understands the expectations of the new job level and agrees to perform job duties to department standards for the job level.*** |

**EMPLOYEE SERVICES APPROVAL:**

|  |  |  |
| --- | --- | --- |
|  *[ ]  Job Description Attached [ ]  Student Resume Attached [ ]  GPA Checked*  |  |  |
| ***Signed ESTM Approval for Job Level Changes:*** |  | ***Date:*** |  |
|  ***Progression to Level:***  |  | ***New Pay Rate:*** |  | ***Effective Date of Change:*** |  |