

PAY RATE INCREASE REQUEST FORM

Supervisors can request an increase to a student employee's hourly wage rate given due cause. Listed below are the justifiable reasons for a pay rate increase for a student employee. You must select a Reason and provide additional information as a Justification.

Reasons:

- **Superior Job Performance:** Justification should cite the student's work habits, abilities, character, and other outstanding qualities, which merit an increase in pay. Generally, a student should not be considered for a pay rate increase until the student has been working in a department for at least 3 months.
- **Longevity:** Pay rate increases may be requested for students who have worked for the same department at the same pay rate for 12 months.
- **Nature of Work Performed:** An increase may be granted if you believe the nature of the position this student employee will be performing is above the pay assigned to this position. Documentation is required that justifies the pay increase (e.g. detailed job description, added duties, etc.).

Student Name _____ Current Rate _____

CWID _____ New Rate _____

Position # _____ Effective Date _____

Reason _____

Justification

Supervisor Name and Signature

Date

Student Employment Office Use ONLY

Processed by:

Student Employment Coordinator

Date

Note: _____