

Louisiana State University

Office of Facility Services

Operating Instruction 2103

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SUBJECT: STUDENT WORKER WAGES

I. General

1. It is the objective of the Office of Facility Services to establish uniform starting wages for student workers and to provide for wage increases on a merit basis.
2. The Executive Director/Director must approve student worker wage increases.

II. Procedures

1. Salary determination will be based on qualifications and experience. Student position descriptions may be requested from the department to determine the correct pay scale for position.
2. A salary review should be conducted at the end of the first six months of employment.
3. At the end of the first six months, a meritorious wage increase may be awarded ranging from 1%-4%, based on the performance evaluation.
4. At the end of each succeeding twelve month period, a meritorious wage increase may be awarded ranging from 1%-4% based on the performance evaluation.
5. All requests for student worker hourly rates exceeding \$ 10.00/hour will require a letter of justification and approval from the Executive Director/Director and Student Aid.