DOA Regular Student Workers
COMPUTATION OF STUDENT PAY

Employee Name: _____ **Personnel No.:** _____ **Section:** _____

EDUCATIONAL LEVEL

1) Choose one point value from the appropriate classification below and enter it in Box A to the right.

Currently a High School:

Classification	*Points*
Freshman	9
Sophomore	10
Junior	11
Senior	12

Currently a College:

Classification	*Points*
Freshman (0-29 cumulative hours)	13
Sophomore (30-59 cumulative hours)	14
Junior (60-89 cumulative hours)	15
Senior (90+ cumulative hours)	16

A _____

WORK EXPERIENCE

2) Choose the appropriate point value for employment "Outside" state service and enter it in Box B to the right. (A maximum of 1559 hours is creditable; therefore, Box B cannot exceed 2 points.)

EMPLOYMENT "OUTSIDE" STATE SERVICE	
520 hours but less than 1040 hours	**1** point
1040 hours but less than 1560 hours	**2** points

B _____

3) Choose the appropriate point value for employment "Inside" state service and enter it in Box C to the right.

EMPLOYMENT "INSIDE" STATE SERVICE			
520 hours but less than 1040 hours	**1** point	3120 hours but less than 3640 hours	**6** points
1040 hours but less than 1560 hours	**2** points	3640 hours but less than 4160 hours	**7** points
1560 hours but less than 2080 hours	**3** points	4160 hours but less than 4680 hours	**8** points
2080 hours but less than 2600 hours	**4** points	4680 hours but less than 5200 hours	**9** points
2600 hours but less than 3120 hours	**5** points	5200 hours but less than 5720 hours	**10** points

C _____

4) Add the point values from Boxes B and C and enter the total in Box D to the right. (A maximum of 10 point is creditable for total work experience; therefore, Box D cannot exceed 10 points.)

D _____

PAY SCHEDULE

5) Add the point values from boxes A & D and enter the total in Box E to determine the employee's pay rate. Refer to the "Pay Schedule" below for the pay rate.

E _____

Points	Pay Rate	Points	Pay Rate	Points	Pay Rate
9-12	$ 9.00	17	$10.75	22	$12.25
13	$ 9.55	18	$11.05	23	$12.55
14	$ 9.85	19	$11.35	24	$12.85
15	$10.15	20	$11.65	25	$13.15
16	$10.45	21	$11.95	26	$13.45

Graduate Students	$13.95	Eligible for $.25 increase annually
Specialized Degree (Juniors/Seniors)	$13.55	Eligible for $.25 increase annually
Specialized Degree (Graduate Students)	$14.50	Eligible for $.25 increase annually

PAY RATE
$

Prepared By: _____ **Date:** _____

(See attached examples)

SCENARIOS

1. Mary is a junior at ABC University. She has 1000 hours of state employment and 2500 hours* of employment outside of the state. Mary's hourly rate of pay is **$11.05**.

College Junior	15 points
State Employment (1000 hours)	1 point
Non-State Employment (2500 hours) * **(A maximum of 1559 hrs. is allowed)**	2 points
	Total: 18 points

* A maximum of **1559 hours (2 points)** work experience gained outside of state government will be creditable.

2. John is a sophomore at ABC High School. He has 100 hours of state employment and 800 hours of employment outside of the state. John's hourly rate of pay is **$9.00**.

High School Sophomore	10 points
State Employment (100 hours)	0 point
Non-State Employment (800 hours)	1 point
	Total: 11 points

3. Sue has 28 cumulative hours at XYZ Community College. She has 50 hours of state employment and 6000 hours* of employment outside of the state. Sue's hourly rate of pay is **$10.15**.

College Freshman	13 points
State Employment (50 hours)	0 points
Non-State Employment (6000 hours) * **(A maximum of 1559 hrs. is allowed)**	2 point
	Total: 15 points

* A maximum of **1559 hours (2 points)** work experience gained outside of state government will be creditable.

4. David is a senior at CBA University. He has 4685 hours of state employment and 1558 hours of employment outside the state. David's hourly rate of pay is **$13.45**.

College Senior	16 points
State Employment (4685 hours)	9 points
Non-State Employment (1558 hours)	2 point
	Total: 27 points *

* David **will only receive payment for 26 points**, because an employee is eligible for a **maximum of 10 points** for **total work experience**.

5. Jan is currently employed by the OHR. During the Spring of 2011, she was classified as a college junior and had worked a1000 hours of state employment and 1400 hours of employment outside of the state. Her current rate of pay is $8.35. Jan's salary is being re-evaluated for the Spring of 2012 school session. She is now classified as a college senior. Since being evaluated in the Spring of 2011, she has worked an additional 1100 hours of state service and 100 hours of employment outside of the state. Jan's pay for the Spring 2012 school session is **$12.25**.

College Senior	16 points
State Employment (1000 hours + 1100 hours) = 2100	4 points
Non-State Employment (1400 hours + 100 hours) = 1500	2 points
	Total: 22 points

Students may always be paid less than the schedule offers, but not below Federal Minimum Wage. Exceptions may be granted by the Appointing Authority.