

Lawrence Student Salary Increase and Reclassification Guidelines

Salary Annual Equity Increases – Are at the discretion of the supervisor. We recommend that students who complete 1 year of satisfactory performance in one job, with no break in service, receive an hourly rate increase.

PAYROLL TITLE	TITLE CODE	ENTRY SALARY RANGE	Recommended Annual Salary Increase Amount
Student Assistant II	4921	\$19.17-\$20.17	\$1.00
Student Assistant III	4920	\$21.17-\$22.17	\$1.50
Student Assistant IV	4919	\$23.17-\$24.17	\$2.00

Process:

1. The supervisor manager completes and routes a Justification Memo and Job Change Form requesting a Salary Change-Equity for approval from Group Executive Director/ Center Director, Financial Analyst, and Resource Management Group's (RMG) Executive Director.
Please note when choosing an effective date, it is recommended to choose the first day of a future pay period (at least one pay period ahead) to help ensure retroactive pay is not owed to the employee.
2. Approved Memo and Job Change Form should be submitted to Associate Director of Human Resources, who will have the request submitted to Berkeley Regional Services for processing.

Reclassification - A student, who has completed 6 months of service, has taken on additional responsibilities with more than satisfactory performance, may be recommended for a reclassification by the manager/supervisor. *Reclassifications are also often associated with a change in salary, please see the table above for the entry salary ranges.*

Process:

1. The supervisor/manager completes and routes a Reclassification Justification memo, a current and a new job description, and a Job Change Form requesting a Reclassification & Salary Change (if applicable) for approval from Group Executive Director/Center Director, Financial Analyst, and Resource Management Group's (RMG) Executive Director.
Please note when choosing an effective date, it is recommended to choose the first day of a future pay period (at least one pay period ahead) to help ensure retroactive pay is not owed to the employee.
2. Approved Memo, new job description, and Job Change Form should be submitted to Associate Director of Human Resources, who will have the request submitted to Berkeley Regional Services for processing.