

UMBI Hourly Student Employment Rate Structure

I. FY 2010 Hourly Rates

High School Students - \$7.25 – \$8.00

	<u>Undergrad</u>	<u>Graduate</u>
Office/Administrative: (Includes paraprofessional)	\$8.00 – 11.00	\$10.00 – 15.00
IT Support/Technical	\$10.00 – 13.00	\$12.00 – 17.00
Lab Support	\$8.00 – 11.00	\$10.00 – 15.00

II. Position Titles:

Student-High School: Assist with general laboratory duties. Learn lab techniques and general lab practices.

Student-Office/Administrative: Perform routine to moderately complex office and/or administrative duties, such as photocopying, filing, preparing spreadsheets, using presentation software, ordering supplies, assisting with inventory activities.

Student-IT Support: Provide technical support to include activities such as troubleshooting problems, software installation, running statistical reports, account administration.

Student-Lab Support: Perform lab work from routine activities (such as lab housekeeping, stocking supplies, preparing mixtures/solutions, sterilizing materials/equipment) to moderately complex activities (such as specialized procedures or analysis of materials for a research study).

III. Rules for Student Employment

1. When classes are in session, students may work no more than 20 hours per week.
2. During breaks and holidays (and summers, if not enrolled), students may work up to full-time (40 hrs/week) with permission of the supervisor. Since these positions are subject to the overtime provisions of the FLSA, student employees must have the prior written permission of the supervisor to work more than 40 hrs/week.
3. Student must sign the Student Employment Agreement and the IP Agreement.
4. If a student attends a USM institution, the student will be placed on payroll with the title of Student. He/She will be FICA Exempt if registered at least half-time. Otherwise, the payroll title will remain Student, but he/she will be FICA taxable. A Student employee may be asked to provide proof of registration more than once per semester.
5. If a student attends a non-USM institution or is a high school student, he/she will be placed on payroll with the title of General Assistant. He/She will be FICA taxable. All other rules for student employment will apply.
6. A student employee must show proof of student status (such as school ID). During the summer between high school and college, a student employee will be under the High School schedule.
7. Student employees are eligible for annual increases.
8. Students under the age of 18 must submit a current Work Permit issued by the student's high school. A student shall not be allowed to work until a Work Permit is submitted.