

## **100.7 Student Employees Hiring and Classifying**

Facilities Management supports the education, extension, research, and public service activities at Colorado State University. This support includes a commitment to employ and train CSU students whenever feasible.

### **Facilities Management will:**

1. Define those positions that are appropriate to be filled by student employees.
2. Actively recruit students to fill those positions.
3. Provide the necessary training to maintain student employee performance at a level consistent with job performance standards.
4. Encourage continued student employment with this department by identifying exceptional work performance and readiness for additional responsibility, assigning advanced level work, and recommending promotions when appropriate.

### **Determination of Applicable Positions**

All open, entry-level positions with Facilities Management shall be examined for suitability for student employment before any action is taken to fill the position. Criteria to be considered include, but are not limited to:

1. Scheduling flexibility – can these duties be performed outside of regular working hours or non-continuous blocks of time?
2. Position sharing – can these duties be performed by more than one person.
3. Skill level required performing these duties.
4. Structure – are there non-skilled duties in this position, which could be separated from the existing position, and then be performed by a student employee?

### **Hiring and Pay Schedule**

In general, new student employees are hired at an entry-level position. The procedures described within this policy statement are intended to be a guideline. Individual sections of the department may develop additional requirements that are specific to their function to determine advancement. These additional requirements will be explained to the student upon employment.

Wage rates are determined by Human Resource Services and may vary from year to year. Although the rates may change, the titles and requirements remain the same. For the most current “Student Employee Wage Scale”, contact Personnel Office, Facilities Management.

Occasionally the opportunity/need may arise to hire student employees with advanced skills, certifications of knowledge at higher grades and classifications. The Director must approve all such exceptions to the general policy.

### **Performance Evaluations**

Performance evaluation forms are available from the Personnel Office, Facilities Management, or Office of Student Employment, Human Resources Department. Evaluations for students may be conducted:

1. On an annual anniversary date if the student employee does not terminate employment at the end of an employment period.
2. Immediately prior to the supervisor's request for promotion of the student employee.
3. At the end of an employment period, such as the end of the summer season.
4. At dismissal for poor performance.

### **Promotion**

Students are not given automatic incremental increases. Each of the student classifications used at Facilities Management has multiple functional levels. Student employees may be promoted to the next functional level if:

1. The immediate supervisor recommends the promotion to the appropriate Manager, who concurs with the recommendation.
2. AND the responsibilities and duties of the student employee are upgraded to the next functional level in the job series.

A student employee could receive more than one promotion in any given year because of salary survey increase and a general promotion.