Student Employee Evaluations Policy

Effective January 2024

I. *Pay and merit Standards for ALTEC Student Employees:*

1. New student employee hires (non-tutoring staff) will begin at the Student Assistant II:

2023-24 Academic Year - *Effective July 1, 2023*
(Job codes are the same for the academic year & summer.)

Title	Job Code	Pay Range July 2023 - June 2024
Student Assistant I - Entry/Semi-Skilled	4101	$16.00 to $32.92
Student Assistant II - Intermediate/Advanced	4102	$16.85 to $34.62
Student Assistant III - Specialist/Lead	4103	$17.69 to $36.31
Student Assistant IV - Paraprofessional	4104	$18.54 to $38.00

2. New student employee tutors will begin at Student Assistant IV – Specialist/Lead rate of **$18.54/hr**
3. Raises are awarded on an annual basis given the following criteria:
   a. Successful completion of the Training/Probationary period of 4.5 months/halfway through school year and the evaluation finds the student employee performance to be Satisfactory or Superior
      i. Needs Improvement = **$0.00** no increase at one year or termination
      ii. Satisfactory = **$0.30**/hr raise at one year
      iii. Superior = **$0.60**/hr raise at one year
   b. Raise will be implemented effective the date of evaluation.

Semester of Hire*	Evaluation Date By
Fall	May 1
Spring	December 15

**Performance goals to be created within 1 month of hire; goals should be established on the student* evaluation template *at the beginning of the performance review cycle.*

II. *Evaluation Criteria:*

1. Beginning of semester check-ins regarding job duties and performance are encouraged for supervisors and student employees, and on an as-needed basis during semester.

2. The formal evaluation should be scheduled prior to May 1 for Fall hires. The formal evaluation for Spring hires should be scheduled prior to December 15. The Supervisor will complete the supervisor review for the evaluation template prior to the Evaluation meeting and the student employee will complete the Student Employee Self Evaluation. The student employee's job description will be included in the formal evaluation for review and adjustment as needed.

3. At the Evaluation meeting, the Supervisor will review the evaluation template with the Student Employee.

   a. Both Supervisor and Student Employee have an opportunity to add additional comments, performance plan goals, and notes on the evaluation.

   b. Both Supervisor and Student Employee sign and date the evaluation. The supervisor will retain a copy of the evaluation electronically and provide the employee with a copy of the evaluation. OBJ

4. If the Student Employee receives a review of Needs Improvement in any category, the improvement criteria will be identified, and the Supervisor will determine the appropriate action depending on the nature of the situation (no increase in salary or termination as possible outcomes). If the student employee needs redirection prior evaluation meetings, supervisors are encouraged to meet and discuss improvements.

5. If the annual evaluation occurs as student is graduating, the meeting will also be an exit interview.