

Student Raise Guidelines (LTS Procedure #71)

Scope: This document outlines the guidelines that Library Technical Services student supervisory staff should follow when hiring and considering raises for student assistants. It is the policy of LTS to hire Cornell student employees for daily tasks and special projects whenever possible, including during the summer and winter breaks. In special cases, LTS may consider posting a temporary position, but these must be justified with the heads of the appropriate departments before funds can be approved for the position. Once approved, the position can be posted, and the employee hired according to Library Human Resources procedures.

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[Current Student Wage Scale](#)

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A. Current Student Hourly Wage Scale

Classification Level*	Minimum Hiring Wage	Maximum Hiring Wage
I	\$14.20	\$15.95
II	\$14.45	\$17.25
III	\$15.05	\$18.80
IV	\$16.20	\$23.95

- The position may require training and/or supervision of fellow students, or the responsibility to work unsupervised for much of the time.
- The candidate brings relevant experience or skills/knowledge to the position, and requires less training.
- The position may require a late-night schedule, or traveling to a far end of campus, and the library would like to provide incentive.
- The desire to maintain the same (or better) pay-level if a student comes from (or concurrently holds) a different job.

For more information on the appropriate tasks associated with each pay-grade level, see: <https://studentemployment.cornell.edu/jobs/wages-and-classifications/university-student-job-classifications>

B. Raise Guidelines

With the most recent increase in minimums, SMT would prefer our merit increases to be 3%. Students returning after a full year of service (winter & spring semesters) will then receive a 3% merit increase. If you feel your student deserves more, this needs to be approved by SMT first. **The max merit increase a student can receive in one year is 5%.**

C. LHR Guidelines

- When a new student is hired, provide LHR staff with a copy of the Student Employment Application, appointment form, and the position description.
- Before any merit increases can be given we need to complete the Student Performance Evaluation.
- When a student has terminated employment permanently, we will provide LHR staff with a Student Termination Report. (an important step as LHR staff frequently receive phone calls about student employees).

All of the above forms can be found at the Library Human Resources website ([Home](#))