NEW RIVER COMMUNITY & TECHNICAL COLLEGE
PROCEDURE FOR SALARIES FOR RSE’s

EFFECTIVE DATE: July 1, 2006; Revised 7/1/2008
TITLE: Salary Rate Tiers for Regular Student Employees

PROCEDURE

1. PURPOSE
   To ensure regular student employees be paid according to the duties required of the position consistently across each campus.

2. SCOPE AND APPLICABILITY
   This procedure is for regular student employees only and is a continual work in progress.

3. DEFINITIONS
   Tier 1: $7.25 per hour (minimum wage)
      - Clerical I (answering phones, copying, errands, etc.)
      - Maintenance I (lawns, cleaning, etc.)
      - Tutor I (developmental courses)
      - Computer Lab I (monitor only)
   Tier II: $8.50 per hour
      - Clerical II (data entry, research assistant, etc.)
      - Maintenance II (using power tools)
      - Tutor II (math and science courses)
      - Computer Lab II (assist with software and programs, IVN system, etc.)
   Tier III: $10.00 per hour
      - Science Lab Assistant (mixing chemicals, setting up experiments)
      - Tutor III (foreign languages)

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: Human Resources, Supervisors