

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PERSONNEL POLICY

SUBJECT: Student Assistant Employee Performance Review and Merit Increase Eligibility Policy

REFERENCES: N/A

POLICY: Student Assistant Employees shall be compensated in accordance with the University Student Union's Student Assistant Classification and Wage Range Schedule.

Supervisors shall be responsible for completing an informal review of a student assistant employee's performance following three (3) months of continuous employment in the same employment position. Formal reviews shall be conducted following six (6) and twelve (12) months of continuous employment in the same position.

Employees shall be eligible for merit increase consideration following twelve (12) months of continuous employment following an employee's initial date of hire in a specific employment position, and every twelve (12) months of continuous employment in the same position thereafter. Exceptions may be granted by special approval of the USU Executive Director. Merit increase eligibility shall restart effective on the date of appointment whenever an employee moves to a new position.

Increase eligibility and the amount of increase shall be based on an employee's overall performance score at the end of the evaluation period as indicated on the Student Assistant Performance Review Form, and based on availability of funds.

Increases in compensation shall be calculated at a percentage of the employee's wage based on degree of meritorious performance. A funding pool for Student Assistant Employee merit increases shall be established annually as part of the University Student Union's budgeting process, and assuming availability of funds.

Individuals hired prior to January 1, 2013 shall be grandfathered as a part of this policy and be eligible for merit increase consideration following each six (6) month period of continuous employment through June 30, 2013.

Due to the nature of the Group Exercise Instructor position, individuals employed as Group Exercise Instructors will be exempt from this policy.

*Recommended by the Personnel Committee on December 4, 2012
Approved by the Board of Directors on January 28, 2013*

PROCEDURE:

Student Assistant Employees will typically be hired at the bottom of the wage range of the classification in which they are hired.

Supervisors, in conjunction with the Human Resources Department, shall be responsible for determining and monitoring employee evaluation due dates.

Following execution of the Student Assistant Performance Review, supervisors shall be responsible for securing proper signatures and submitting the form, along with a Personnel Action Form as appropriate, to the Human Resources Department for processing.

Formal performance reviews shall be maintained in an employee's personnel file.

Examples of policy execution:

#1: Jenny is hired as a Membership Services Assistant on January 21, 2013. Assuming continuous and satisfactory performance, Jenny receives a merit increase on January 21, 2014.

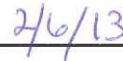
#2: Stan is hired as a Graphic Artist on November 30, 2012. Assuming continuous and satisfactory performance, Stan receives a merit increase on May 30, 2013 (6 months later). Stan's next merit increase eligibility date shall be May 30, 2014.

#3: Dominick is hired as a Customer Service Attendant on June 15, 2012. Assuming continuous and satisfactory performance, Dominick receives a merit increase on December 15, 2012. Dominick's next merit increase eligibility date is June 15, 2013. His next merit increase eligibility due date is June 15, 2014.

#4: Gina is hired as an Event Services Assistant on June 26, 2010 at which time merit increases for student employees have been suspended indefinitely due to budgetary constraints. On August 15, 2011 Gina is promoted to Building Manager at which time she receives an increase in compensation in conjunction with that promotion. On July 1, 2012 merit increases for student employees are reinstated. Assuming continuous and satisfactory performance, Gina receives a merit increase on August 15, 2012. Gina's next merit increase eligibility due date is February 15, 2013. Merit increase eligibility is annually thereafter on February 15th.



Debra L. Hammond, Executive Director



Date