



**SANTA ROSA  
JUNIOR COLLEGE**

**CAREER HUB**

Bertolini Student Center

3<sup>rd</sup> Floor, Room 4842

(707) 527-4329

[careerhub@santarosa.edu](mailto:careerhub@santarosa.edu)

---

**STUDENT EMPLOYEE PAY SCHEDULE**

Effective Date – 12/10/2022\*\*

**HOURLY RATE**

CLASSIFICATION	STEP 1	STEP 2	STEP 3
Student Employee	\$15.50	\$16.00	\$16.50

**STEP 1: INITIAL PAY**

All students are initially employed at STEP 1.

**STEP 2: STEP INCREASE**

After 200 hours of employment, the student employee receives a performance evaluation from their supervisor. A positive performance evaluation advances the student employee's wage to STEP 2. The evaluation is sent to the Career Hub by the 1st of the month.

**STEP 3: MERIT RAISE**

As students' progress in their employment history at the college it is beneficial to designate advanced learning or work related objectives relative to their job responsibilities.

**In order to qualify for advancement to STEP 3 students must complete the following:**

- 1. Completion of 600 hours** working as a student employee on campus.
- 2. Performance Evaluation** by Supervisor recommending advancement to STEP 3.
- 3. Completion of Work Experience class**, earning a minimum of 1.00 unit.

**NOTE ABOUT RAISES:**

Raises are implemented the first pay period after the student accumulates

- 200 hours (for STEP 2), or
- 600 hours (for STEP 3)

**\*\*Pay period: 12/10/2022 – 01/09/2023 will be at the newly posted rates above and will be reflected on the 01/31/2023 paycheck for all on campus student employees.**