

DNR Student Pay Policy

Student pay, including high school students, college students, graduate students, student interns, and students who are pursuing a specialized degree/certification will be paid according to the following schedule:

<u>Educational Level</u>	<u>Hourly Rate</u>
High School Student	\$7.50
College Freshman	\$8.00
College Sophomore	\$8.50
College Junior	\$9.00
College Senior	\$9.50
*Student Intern	\$10.00
Graduate Student	Up to \$12.00
Law Student	Up to \$12.00

If a student is a junior or a senior and that student is working in the area of his/her major, the student may be paid up to \$11.00 per hour.

**A student intern is a student employee who is receiving college credit for having worked as an intern. The student intern may be in a paid or unpaid status.*

Student employees will be evaluated from July 1 through June 30 of each year. Their evaluations will be submitted no later than August 31.

Students who are rated in July through August of each year will be eligible for a \$0.50 per hour increase effective October 1 of the year in which they were rated. The pay increase must meet each of the following criteria:

- Attainment of a higher classification (freshman to sophomore, etc.)
- Successful job performance

Pay increases shall be based upon the recommendations of the student's supervisor, therefore no student employee will receive an automatic wage increase.

In addition, student employee wages may always be less than the amounts that are included in this schedule; however, their wages may not be set below the Federal Minimum Wage.

Exceptions to this policy must be approved by the Secretary of the Department of Natural Resources. This pay policy is effective as of 7/1/2014.



Stephen Chustz, Secretary

DNR STUDENT PERFORMANCE EVALUATION

RATING DEFINITIONS:	
1	Poor
2	Needs Improvement
3	Meets Requirements
4	Exceeds Requirements
5	Outstanding

Name: _____ Personnel #: _____

Performance Year: _____ Evaluation Period: _____

Classification per attached school verification: _____

Office: _____ Years at DNR: _____

Supervisor : _____

PERFORMANCE EVALUATION — Check the applicable factors and ratings:		1	2	3	4	5
<input type="checkbox"/>	Reports to work on time and as scheduled.	<input type="checkbox"/>				
<input type="checkbox"/>	Courteous and helpful when answering the telephone(s).	<input type="checkbox"/>				
<input type="checkbox"/>	Makes and distributes copies promptly and efficiently.	<input type="checkbox"/>				
<input type="checkbox"/>	Files with attention to detail to avoid errors.	<input type="checkbox"/>				
<input type="checkbox"/>	Opens and/or distributes mail with attention to detail to avoid errors.	<input type="checkbox"/>				
<input type="checkbox"/>	Enters data in computer accurately and efficiently.	<input type="checkbox"/>				
<input type="checkbox"/>	Prompt and efficient service to other offices when running errands.	<input type="checkbox"/>				
<input type="checkbox"/>	Follows instructions without complaint. Respectful to others.	<input type="checkbox"/>				
<input type="checkbox"/>	Adjusts well to changes in routine. Does not complain.	<input type="checkbox"/>				
<input type="checkbox"/>	Listens carefully. Asks questions when needed.	<input type="checkbox"/>				
<input type="checkbox"/>	Clean and neatly dressed in accordance with department policy.	<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				

Pay increases are not automatic and are only granted with the approval of the Appointing Authority and Undersecretary.

I affirm that this recommendation is based on a classification change <u>and</u> on a successful evaluation: _____ (Supervisor's Initials)	
Approval Signatures: <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Supervisor</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Appointing Authority</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Undersecretary</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>	I recommend a Pay Increase from \$ _____ to \$ _____.
HR Use Only: HR Initials: _____ Date: _____	