Memorandum

Date: March 7, 2011

To: Administrative & Academic Department Heads & Assistants
Principal Investigators
Recipients of CFCD Summer Awards

From: Laura Smiarowski

Subject: 2011 Summer Student Wage Rates and Hiring Procedure

The summer 2011 summer wage rate ranges have been established. For Smith students and non-Smith student employees with no prior work experience with the department, the hourly wage rate will range from $8.25 to $9.00. There has been no increase over last summer. For summer student employees with prior work experience with the department, the hourly wage rates will be between $9.00 and $9.50. Wage rates should be set in increments of $0.25 (i.e. $8.25, $8.50, $8.75, $9.00, $9.25, and $9.50).

Department heads should also be aware of their total budget allotment. If a department head chooses to pay a wage rate higher than the rate on which the summer wage budget was determined, the total number of hours available may need to be reduced or additional funding may be required from a supervisor. Please note that all student wages paid during the summer period are subject to FICA and other employment taxes. An additional 10% of student wages will be charged to departmental budgets to cover these employer paid taxes.

The hourly wage rate for Smith students working with faculty on CFCD supported research projects has been set at $9.50. The CFCD award will include the allowance for FICA and other employment taxes.

The stipend for Smith students working on externally funded research projects or internships has been set at $3,800.00. This rate is for a 40-hour, 10 week period.

Students who have graduated should be hired as casual workers through human resources. Contact Serena Harris at sharris@smith.edu for information.
In addition, please note that employing students during the summer is a separate process from that of hiring students during the academic year. Thus, all student hourly employees must be hired into new summer positions, even those that may be currently working in the same position during the semester. You may utilize JobX to advertise to students during the summer, but unlike the academic year, the use of JobX is not required. Regardless of whether you use JobX or not, a casual wage (CW) number is required for each position. A CW number links a student position with a funding source. If you do not already have a CW number, please contact Bryce Wallace (brwallace@smith.edu, x2207) in the Budget Office. Please have your funding source (fund/grant number and/or organization number) available. For those with CFCD awards, contact Saari Koponen-Robotham in the Provost’s Office for your CW number.

**Important**

Summer wage rates begin on the day after the end of the academic year, which for the 2010-2011 year is May 8, 2011. All students working on campus should use the green summer payroll vouchers to record worked time.