

To: LBJSC Staff  
From: Director's Office of LBJSC  
Date: 01/26/2015  
Subject: Student Employee Evaluations

The purpose of this memo is to explain the new student employee evaluations at the LBJSC that are to be implemented beginning Monday January 26<sup>th</sup> 2015. This evaluation is meant to benefit student employees of LBJSC by setting clear job expectations and areas for professional growth.

Evaluations are to be completed for each student employee:

- By the end of the first 8 weeks of employment and then,
- At the end of each semester

At the completion of the student's second semester of employment at the LBJSC, the student is eligible to receive a merit raise. If the student is employed over the summer months, this is considered one semester and an evaluation will be completed for that semester. This summer semester will also be included in consideration for merit raises. The amount the student's pay will increase is based on their evaluation at the end of the second semester.

Merit raises will be given as follows:

- If the student "Meets Expectations", the student's pay will increase by 25 cents
- If the student "Exceeds Expectations", the student's pay will increase by 40 cents
- If the student "Needs Improvement", no pay increase will be implemented
- The student's pay is eligible to increase every two semesters. The maximum student can receive in raises is \$2.00 over the course of their employment at the LBJSC.
- Pay increases will be automatically implemented for the following semester if the student meets the evaluation requirements

Supervisors,

The Business office will track due dates and notify you by email when student evaluations are past due. These evaluations are due by the last class day of each semester. Thank you for your support of our student staff.

- Jack Rahmann