

Continuous Service Rate Increase (C.S.R.I) Request Form

Student Name _____ ID # _____

Department _____ Position Start Date _____

Today's Date _____ School Year _____ Fall Winter

The "Continuous Service Rate Increase (C.S.R.I)" is an opportunity for supervisors to recognize their student workers for his or her longevity within their department. The C.S.R.I is open to student workers who continue as an employee of a certain department for full consecutive semesters or uninterrupted periods of time, provided it is within the department's student labor budget. A full semester will be considered hire dates on or before the last day of the 1st month of a semester. For the purposes of this policy, a student's "off" semester will not be considered in determining the number of consecutive semesters worked in a department. For most students this would be the summer semester, but it could be the fall or winter semester if the student is considered part of a summer cohort.

Continuous Service Rate Increases are not transferable from department to department or retroactive before the Fall 2017 effective date. Student employees who are absent from the department more than one semester (excluding an "off" semester, which is typically the summer) are not eligible to receive the C.S.R.I without having received an exception from the HR committee. An allowance will be made for up to one year for students away from campus for Adventist Colleges Abroad (ACA) or serving as a student missionary.

The C.S.R.I is not automatic; therefore, department supervisors or authorized personnel can choose whether or not to grant the C.S.R.I., and must submit a C.S.R.I request form to the Student Employment Coordinator.

Please select the applicable pay rate category:

- \$.25/hr. third consecutive semester worked in department
- \$.50/hr. fifth consecutive semester worked in department
- \$.75/ hr. seventh or more consecutive semester worked in department
- \$1.00/hr. ninth or more consecutive semester worked in department

By signing all parties agree that the number of semesters worked in the department is accurate.
(All signatures below are required before form can be processed by HR)

Student Signature _____ Supervisor Signature _____

Department Director Signature _____

Please turn completed form into the Human Resource office, email at hr@southern.edu or fax 423.236.1276.