

## Student Assistant Merit Increase Guidelines

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### Guidelines on Merit Increase:

1. Student Supervisor completes the Student Performance Review form to evaluate student assistant. Meets with student assistant to discuss evaluation. *Supervisor should not discuss increase with the employee at this time.* Both employee and supervisor sign evaluation form. Supervisor submits signed Student Performance Review via Workfront, along with the requested increase amount.
2. HR Generalist will obtain funding review, once approved will obtain Dept. Head signature on Student Performance Review form. Supervisor will be notified of outcome via Workfront. The signed performance review will be uploaded to Workfront ticket. Supervisor can download copy for student employee and self. Original document will be placed in employee personnel file.

### Employees funded by:

- a. Central Budget- reviewed by CFAO.
- b. Center Funds – reviewed by Center Director
- c. Faculty Funds – reviewed by Faculty holding fund.

### UCR Local Policy, PPSM 30:

Casual-restricted appointments may receive a within-range increase of up to \$.75 per hour, once during a fiscal year after the completion of at least two quarters in the department. A written performance appraisal with a rating of satisfactory or better must be completed by the supervisor.

For questions, please email [sppaphr@ucr.edu](mailto:sppaphr@ucr.edu).