

NOTE: Amended by the “[Amendment of Base Stipend Requirements to ‘The Payroll Adjustment Act’](#)”, the “[Payroll Adjustment Act II](#)” and the “[Payroll Adjustment Act III](#)”

The Payroll Adjustment Act

In order to provide equal pay for equal work, to assert the proper power and role of the Senate to set budgetary and payroll priorities, and to adjust our payroll priorities to be in accordance with the organizational hierarchy of the Undergraduate Student Government, the Senate of the Undergraduate Student Government hereby ordains and establishes the Payroll Adjustment Act.

Section 1 Name

The name of this bill shall be “The Payroll Adjustment Act.”

Section 2 The Power to Set Stipends and Payroll

The Senate shall have power to set all stipends and payroll of all officers and employees of the Undergraduate Student Government with the exception of those employees that the Undergraduate Student Government is contractually obligated to pay a set stipend, wage, or salary to. All stipends, wages, and salaries not listed in this bill shall be estimated by the Treasurer and the Accountant when the administrative budget is prepared.

Section 3 Paperwork Required

A. Students working for USG must complete and submit the following forms to the USG Accounting Office before they can receive wages:

1. IRS Form W-4
2. NYS IT-2104 or 2104E
3. INS I-9 Form
4. Internal Personnel Forms for New Hires

Section 4 Rates of Pay

Any rate of pay to a person working for USG or a USG organization that exceeds minimum wage must be pre-approved beforehand by the Senate, Treasurer and Administrative Director. A base stipend for any student staff cannot be lower than the current minimum wage, as set forth by the Federal Government and New York State.

Section 5 Wage Increases

A. Salary increases for all students receiving stipends are shall be based upon evaluation of performance of the duties and responsibilities included in their performance program. Supervisors will execute a performance evaluation program at least once per semester.

B. Requests for salary increases must be submitted to the Treasurer or the Senate. The Treasurer, in consultation with the Administrative Director, may propose a salary increase, but the Senate shall make final approval of all pay increases.

Section 6 Base Stipends

A. A base stipend for any student employee shall not be paid out unless:

1. The minimum amount of office hours stipulated under USG law are fulfilled;
2. All other minimum requirements, including attending required meetings, are fulfilled;
3. The requirement of attending meetings shall also be considered fulfilled if the student employee sends a proxy or has a legitimate excuse for missing the meeting.

Section 7 Salary Range

A. Stipends

Undergraduate Student Government

President	\$10.00/hr.
Executive Vice President	\$8.50/hr.
Treasurer	\$10.00/hr.
Vice President of Communications & Public Relations	\$8.50/hr.
Vice President of Clubs & Organizations	\$8.50/hr.
Vice President of Student Life, Programming & Activities	\$8.50/hr.
4 Class Reps	\$7.47/hr.
President Aides	\$7.25/hr.
Events Mgmt Events Director	\$9.50/hr.
Audio Visual Chair	\$9.50/hr.
SAB Chair	\$100.00/week
Senator	\$60.00/week
Judge/Justice	\$20.00/case or trial

Specula

Specula Editor	\$61.80/week
----------------	--------------

SSC

SSC Executive Chair	\$61.80/week
---------------------	--------------

SSC Treasurer	\$36.05/week
<u>Events Management Events</u>	
Supervisor	\$7.25 - \$8.25/hr.
Worker	\$7.25/hr. New Member
<u>Elections & Runoffs</u>	
Chairs	Weekly \$61.80 + \$61.80/week runoff each
Board Member	\$66.95/per election + \$33.48 runoff each
Pollwatchers	\$7.25/hr.
<u>Audio Visual</u>	
Supervisor	\$8.25/hr.
Staff	\$7.25/ hr.
<u>Ticket Box Office</u>	
Ticket Agents	\$7.25/hr.
<u>USG Office</u>	
Administrative Aide	\$7.25/hr.
USG Receptionist	\$7.25/hr.
<u>USG Assistant Treasurer</u>	
Assistant Treasurer	\$7.25/hr.

Section 8 Authorization for the Enforcement of Sections 1 Through 8 of this Bill

A. The Executive Council and the Accounting Office are authorized to enforce Sections 1 through 8 of this bill including the adoption and execution of policies and procedures made pursuant to it.

B. Sections 1 through 8 of this bill are law, having full force and binding.