

New Billable Rates Effective September 1, 2007

JOB CATAGORY	RECOMMENDED BILL RATES		JOB CATEGORY DESCRIPTION
	EXPERIENCE LEVEL Avg	High	
Level I	11.00	11.50	File; copy; pick-up/distribute mail; prepare mailings (fold and stuff letters, stick labels, etc.)
Level II	11:25	12.00	Receptionist; light word processing (average word processing 40-49 words per minute with 5 errors or less); data entry; file; copy; pick up/distribute mail.
Level III	11.50	12.75	Answer telephone (assist and/or refer); moderate to heavy word processing (average to good word processing 50-59 words per minute with 5 errors or less); data entry; schedule and set-up meetings; keep calendars; light accounting/bookkeeping, file; copy; pick-up/distribute mail; run errands.
Level IV	13.00	16.80	Answer telephone (assist and/or refer); moderate to heavy word processing (average to good word processing 50-59 words per minute with 5 errors or less) keep calendars; moderate to heavy accounting/bookkeeping; monitor budgets; schedule & set-up meetings, conferences, etc.; arrange hotel and travel; supervise wage payroll & work study students.
General Laborer	11.50	12.75	Operate landscape and snow removal equipment; move furniture and materials; cut grass; remove snow; clean up debris.
Service Attendant	11.50	12.75	Provide directions and assistance to the public; serve as an usher at special events; assist with food and vending operations; set-up platforms and seats for events; deliver mail.
Food Service Worker	11.50	12.75	Assist with the preparation of food; serve meals; work as cashier; assist with preparations for special events such as banquets and parties; wash dinnerware, pots and pans.
Custodian	11.50	12.75	Clean buildings by sweeping, mopping, and polishing; collect and remove trash from buildings; operate vacuum cleaners, floor scrubbers and carpet cleaning equipment.

OVERTIME POLICY

1. Overtime will be paid for those hours an employee worked in excess of 40 hours per week. The University's work week is Sunday through Saturday.
2. Overtime shall be reimbursed at 1.50 times the employee's billable rate. I.E. If the employee's billable rate is \$10.00 per hour and they worked 45 hours in one week, the amount to be invoiced would be: (40 hours x \$10.) + (5 hours x \$15.00) = \$475.00
3. All overtime must be preauthorized by the University work unit.
4. If an employee is working for more than one department, it is the agency's responsibility to advise both departments of the hours being worked so that each department is aware of any potential overtime situations in advance.