

STUDENT EMPLOYMENT WAGE SCALE

- To determine the appropriate rate of pay for a student employee, the hiring manager should first consider what tasks are to be assigned to the student and what qualifications are needed to do that work. This information should guide the manager to the Pay Range for Group I, II or III.
 - Is the position especially suited to a student studying in a particular discipline or is the work general/support in nature?

- The second consideration will be whether the student has worked for the department before or is being hired for the first time. This information may be used to determine if the minimum start pay is appropriate or a higher rate within the range is more appropriate.

- Finally, the manager will want to consider the quality of work and dependability the returning student has demonstrated in the past in setting a new rate of pay.

FREQUENTLY ASKED QUESTIONS

QUESTION: What do I consider first when setting pay for a new student worker – the duties that they will perform or their progress toward graduation?

ANSWER: First consider the complexity of the work and the qualifications needed to do the work. If you need someone to file mountains of paper each week in alphabetical file drawers, pay will fall within the Group I pay range – regardless of the number of classes a student has taken in a complex course of study. On the other hand, if you will assign the student complex research work, pay will likely fall within the Group III pay range and the student will likely be senior or graduate level OR a mature student with research work experience.

QUESTION: I have employed one student for the past two years and she has grown in her knowledge of the services we offer in the department – and thus is a particularly valuable resource to our student customers – she’s only a sophomore. We pay her \$7.00/hour but want to pay her more. How much can we pay her?

ANSWER: It appears that work assigned to this student falls into Group II. You have the option of raising her salary within that group to acknowledge her increased skill with providing service to your customers, her dependability, etc. We recommend that you provide incremental increases (perhaps \$.50/hour more in August and then again in January) to acknowledge the excellence of her work, value to the department, dependability, etc.

QUESTION: We are hiring students who will perform work that is not listed on the Student Employment Wage Scale. It is unique to our department. How do we determine what rate of pay to use?

ANSWER: Consider the complexity and qualifications required for the work and compare those to the typical jobs listed on the Student Employment Wage Scale. Estimate which comparison is best and set the rate of pay accordingly.

QUESTION: Who can I contact for help in determining the appropriate rate of pay for a student worker?

ANSWER: Members of the Compensation Team in HR are available to consult with you on pay scale questions.

QUESTION: What office do I contact when I have other questions about employing students?

ANSWER: Questions concerning employing students should be addressed to the E-1S Processing office. You may also refer to the Employing Students training materials that are part of the Certificate in University Financial Management.