



Guidelines for Student Employee Rates

As a campus, we strive to ensure that student employee pay is administered equitably and consistently. A student employee's rate of pay should not be based on the number of hours worked or the funding availability. Instead, supervisors are required to use the “Recommended Student Employment Position Level and Rate Worksheet” as a guide to determine the appropriate level and pay for student employee positions.

The minimum rate of pay for each range is determined by reviewing the following factors:

- The range and complexity of the job's duties
- The knowledge and skill requirements necessary to perform the job
- Equity, including rate relationships with other student employees doing similar work across campus. Generally it is expected that a student’s starting hourly rate will begin at or near the minimum salary within a rate range and receive increases with longevity, but the following factors may support an hourly rate closer to the middle of the range:
 - Market conditions, working conditions, nature of the work involved, and/or recruitment difficulty
 - Prior related work experience and training

A standardized scale allows departments to pay student employees a rate commensurate with the skills and experience required to successfully perform the job and offers an opportunity to provide students with promotional incentives. All rate and rate increases are subject to the availability of funds within the department. There is **no** additional funding available associated with this new structure.