



## Administrative Procedure – Student Worker Compensation

By policy (04:100—Employment), student employees, in certain circumstances, can be paid above minimum wage. We are implementing an Administrative Procedure to support that policy which will streamline the approval process and outline the circumstances and criteria under which a student can receive a higher rate of pay. This initiative is in support of one of our Strategic Plan Goals (“Sustain engagement and increase undergraduate retention through campus employment and career development opportunities.”) This Procedure includes implementing a compensation table that will provide enhanced compensation for our student employees depending on responsibilities, requirements and experience.

### **Procedures for Determining a Student Employee’s Rate of Pay**

#### **1. Determine the Position Level**

Using the *Student Employee Wage Level Rubric* (Exhibit 1) as a guide, determine the position’s pay scale level. Complex responsibilities requiring independent decision making, supervision of other workers, specific or advanced skills and knowledge, certifications, etc., will justify a position being on Level 2 or Level 3. The majority of student positions at UM will be Level 1 as they require no previous work experience or existing skills.

#### **2. Determine the Student Employee’s Pay Grade**

##### **Newly Hired Student Employees**

After determining the position level, determine the Pay Step for the specific employee (Exhibit 2). Most newly hired student employees will be paid an amount equivalent to Step 1 of their position’s corresponding position level. However, newly hired employees may be paid at Step 2 if they have previous experience performing similar duties at a previous employer.

##### **Returning/Re-appointed Student Employees**

When funding is available, employees returning to a department for a second academic year, may be compensated at the next higher Pay Step if their performance warrants an increase. Unsatisfactory or marginal performance does not warrant a pay increase.

Supervisors may consider increasing a student’s salary from Step 1 to Step 2 when a student

has successfully completed one semester of work. It is expected that the student employee will have successfully completed on-the-job training and demonstrated a high-level of proficiency during their first semester of work.

Thereafter, students may move from one pay step to the next after having worked in a department for a full academic year. Satisfactory performance and available funding must be considered for the step increase.

### **3. Complete and submit a Student Personnel Action Form**

Hiring supervisors will complete and submit to the Student Employment Office a Student Personnel Action Form (SPAF) indicating the student employee's dates of employment and the amount of their hourly rate of pay, as determined in Steps 1 and 2, above. In addition to the hiring manager's signatures, SPAFs authorizing pay rates above level 1 requires the signature of Division Heads or Deans. Paying a student employee an amount above level 5 will require Presidential authorization on the SPAF.

Exhibit 1

<b>University of Montevallo</b>			
<i>Student Employment Wage Level Rubric</i>			
<b>Factor</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>
	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>Complexity of Assignment</b>	Routine and non-complex.	Moderate difficulty requiring limited decision making.	Performs difficult tasks requiring problem solving and multi-tasking.
<b>Supervision Received</b>	Closely supervised with assistance readily available.	Receives moderate supervision but may make independent decisions within context of clearly defined policies and procedures.	Works with minimal supervision and makes decisions independently based on general guidelines and best practices.
<b>Supervision Given</b>	None	On a limited scale, supervises other student employees or monitors progress toward project completion.	Involves supervision of other student employees or manages complex or large projects.
<b>Scope</b>	Work impacts single department.	Performs tasks that have direct impact on other departments, interacts with other campus departments, or performs tasks in multiple locations.	Work performed reaches beyond campus to community stakeholders.
<b>Knowledge</b>	Performs routine and repetitious tasks.	Intermediate skills, knowledge, or abilities relative of tasks to be performed.	Proficiency in a specific skill and advanced knowledge is required.
<b>Training</b>	Minimal to no training required.	Some training is related required.	Requires specialized advanced training.
<b>Experience</b>	No previous experience required.	Prior experience is necessary.	Closely related experience is required.
<b>Physical Intensity</b>	Mostly sedentary with infrequent lifting of up to 10 pounds.	Completing tasks requires significant amounts of walking, crawling, bending, stooping, climbing, pulling or pushing. Required to lift 11 to 20 pounds.	Completing tasks requires constant walking, crawling, bending, stooping, climbing, pulling or pushing. Required to lift more than 20 pounds.
<b>Environmental Exposure and Hazards</b>	Tasks are performed in a clean and climate controlled environment with little to no exposure to adverse conditions.	Work may be performed in harsh weather conditions; safety precautions may be practiced (protective eyewear and clothing).	Majority of work is performed outdoors; safety precautions must be practiced (protective eyewear and clothing); procedures for handling bio-hazards and/or operating equipment must be followed.
<b>Certifications and Licensures</b>	None	None	Requires specific certification or licensure.

Exhibit 2

**UNIVERSITY OF MONTEVALLO STUDENT COMPENSATION TABLE**

	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Graduate Assistant</b>	<b>Project Based</b>
Step 1	\$ 7.25	\$ 7.75	\$ 8.25	\$ 10.00	Flat Rate Payments for Creative Works & RAS.
Step 2	\$ 7.50	\$ 8.00	\$ 8.50	\$ 10.25	
Step 3	\$ 8.00	\$ 8.50	\$ 9.00	\$ 10.75	
Step 4	\$ 8.50	\$ 9.00	\$ 9.50	\$ 11.25	
Step 5	\$ 9.00	\$ 9.50	\$ 10.00	\$ 11.75	

Approved 5/1/18 by John W Stewart III at Executive Cabinet