



## Administrative Procedure – Student Employment Compensation

By definition, Student Employees are individuals who are “students first and employees second.” Meaning the principal relationship between the individual and the University is that of student for formal education purposes. On-campus work opportunities are provided to students on a limited and competitive basis where compensation and/or other remuneration is exchanged for duties performed. These opportunities are classified as Work-Study, Jobship, or Graduate Assistantships. This Procedure provides guidance on how student employees should be compensated.

By policy (04:100—Employment), student employees, in certain circumstances, are to be paid above minimum wage. This Procedure includes compensation tables that will help determine student employees’ pay depending on responsibilities, requirements and experience. The implementation of this Administrative Procedure is to support policy, streamline the approval process, and outline the circumstances and criteria under which a student is to receive a higher rate of pay. Furthermore, the initiative encourages the on-campus engagement of students and increases retention through campus employment and career development opportunities.

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

#### **1. Determine the class of the position: Work-Study, Jobship, or Graduate Assistantship.**

- A. Work-Study opportunities are available to undergraduate and graduate level students, subject to a Federal Work-Study award made by the Student Aid Office.
- B. Jobship opportunities are open to undergraduate and graduate level students, and are subject to departmental budgeting.
- C. Graduate Assistantships are available to graduate level students, only. Hiring departments must ascertain adequate financial arrangements via departmental or institutional funds.

#### **2. Determine the Position Level**

Using the *Work-Study and Jobship 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.

Or choose a *Graduate Assistant Type* from the descriptions below:

Graduate Research Assistant (GRA): A GRA does research under the supervision of a faculty member. Duties may include library research, computer programming and analysis, fieldwork, lab experiments, scientific investigations, writing and editing material, etc.

Graduate Assistant I (GA1) A GA1 facilitates operations and management for a specific program or clinic. Duties may include managing, organizing, and/or overseeing for campus events/spaces, scheduling, mentoring undergraduate and graduate students, etc.

Graduate Assistant II (GA2) A GA2 does work similar to a GA1 but with an added component of the need of a specialized certification or the responsibility of the supervision of a UG/Graduate student workers.

### **3. 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 subsequent 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 semester. 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 Jobship or Work Study employee an amount above level 5 or a Graduate Assistant above level 3 will require Presidential authorization on the SPAF.

Exhibit 1	<b>University of Montevallo</b>		
	<i>Work Study and Jobship Wage Level Rubric</i>		
Factor	Level I	Level II	Level III
	Basic	Intermeidate	Advanced
<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.	Receices 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 repetitios 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 Hazzards</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-hazzards and/or operating equipment must be followed.
<b>Certifications and Licensures</b>	None	None	Requires specific certificaion or licensure.

**Exhibit 2**

**UNIVERSITY OF MONTEVALLO STUDENT COMPENSATION TABLE**

	Level 1 Jobship and Work Study	Level 2 Jobship and Work Study	Level 3 Jobship and Work Study	Graduate Research Assistant	Level 1 Graduate Assistant	Level 2 Graduate Assistant	Project Based & Flat Rate Flat Rate Payments for Creative Works &
Step 1	\$ 7.25	\$ 7.75	\$ 8.25	\$ 11.00	\$ 12.00	\$ 13.00	
Step 2	\$ 7.50	\$ 8.00	\$ 8.50	\$ 11.50	\$ 12.50	\$ 13.50	
Step 3	\$ 8.00	\$ 8.50	\$ 9.00	\$ 11.75	\$ 12.75	\$ 13.75	
Step 4	\$ 8.50	\$ 9.00	\$ 9.50				
Step 5	\$ 9.00	\$ 9.50	\$ 10.00				