Student Services Manual (SSM)

SSM 305–01: On-Campus Student Employee Compensation

Effective: 1/8/1981　　　　　　　　　　　　　　　　　　　**Revised**: 7/1/2016

Purpose
To define the practice governing on-campus student employee compensation

Source
Financial Aid and Scholarship Services

Policy
Student Employment administers and monitors the student employee classification and compensation plan and policies. The office follows student compensation policies for the regulation of wage increases, hiring rates, wage changes, and position classifications.

Individual hiring units determine pay rates for specific student employee positions. Student Employment assists the hiring units with payrate questions and job-level determinations.

In general, the hourly student wage for individual student employees is determined by the individual hiring unit within the level based on the following:

1. the hourly wage paid to other student employees who perform similar tasks for the unit

   and

2. the skills that the student employee brings to the position.

Students may be hired at a rate up to the maximum of each student wage level. Initial pay rates are determined by the hiring unit's administrative official based on the student's expertise within the position and the hiring unit's ability to pay. Additional pay adjustments within each wage level may be given only according to the evaluation guidelines established by each hiring unit.

The current student wage scale reflects four wage levels based on job requirements, type of supervision, and required experience.

Exception
The student wage scale covers all student positions except Research/Teaching Assistants. Those positions are administered by Graduate Education with appropriate policies and procedures.

Cross-References
For information on hiring procedures, see:

1. SSM 304–01, "Student Employment Program"

and

2. [SSM 304–05](#), "Student Job Vacancy."

For information on changes in student employment levels, see [SSM 305–02](#) , "Changes to Student Wage Level."

For information on student employee status, see [SSM 305–08](#), "Student Employment Status."