

# Student Employment Salary Schedule

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ORIGINATING OFFICE: Human Resources Office  
RESPONSIBLE EXECUTIVE: Vice President for Business and Administrative Services  
EFFECTIVE DATE: 12/22/16  
LAST REVISION: 12/22/15

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## I. REASON FOR THIS POLICY

Dakota State University employs students in a wide variety of functions in academic as well as administrative areas across the campus. This employment provides the University a cost-effective resource to perform many important functions. As part of this, the Federal Work Study (FWS) Program provides Federally eligible students with opportunities for work experience while completing a program of study. These work experiences are intended to compliment more formal experience obtained through the normal program of study and thereby better prepare students to select an area in which they will develop their future careers, and provide them with skills and work habits which will be to their benefit once they leave the University.

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## II. STATEMENT OF POLICY

Dakota State University’s policy is to compensate these services using the salary schedule below. The schedule reflects the Federal and State minimum wage; differing knowledge, skills, and abilities; and to the degree feasible, the market demand for the area. This schedule will be modified to reflect any future changes in Federal and State wage scales.

The Human Resource Office is responsible for the classification of student jobs. Position classifications and wage levels for student paid labor and work study positions are set according to job duties and are designed to compensate students for special knowledge, skills, and abilities required for a particular position. Each position is reviewed on an individual basis using information provided by the supervisor of the position. Some positions may require payment outside the scope of the salary schedule. Examples of

exceptions may be those mandated by the University, or Board policy (Technology Fellows), or explicit approval by the Vice President for Business & Administrative Services and the Director of Human Resources.

When students move from one position to another, they do not automatically receive a new rate of pay. The position will be classified and the rate of pay will be determined based on the new position's duties. The funding source from which positions are paid will not impact the rate of pay.

When students are employed by more than one department on campus, it is the responsibility of those departments to coordinate hours worked and student earnings. Students should not be allowed to work more than 40 hours total in a work week. If the student works more than 40 hours per week, the departments will share the overtime cost. All employees, including student labor, who average over 30 hours per week in a 12 month period, may become benefit eligible. Departments will bear the cost of benefits, if necessary.

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### **III. DEFINITIONS**

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### **IV. PROCEDURES**

Supervisors who wish to fill a student labor position must complete a Job Description Form and send it to Human Resources for evaluation/classification into Pay Class. Classification should be determined prior to the time of the job listing, and must be completed before a student is interviewed/selected for the position.

Once a position has been established, it will be assigned a position number. In general, a position will be reviewed prior to the start of each academic year at the request of a department. The student labor position will exist until the department requests that it be eliminated. Departments will continue to seek approval for spending through the use of a Personnel Action Request (PAR) form.

In the event that a department plans to work a Federal Work Study student in excess of their FWS award, they must identify, in advance, the source of additional funds on a PAR. If Operating Expense (OE) funds will be used, the Business Office will transfer budget authority from the department's OE budget to Personnel Services. Requests for supplemental funding will be considered on a case-by-case basis, with approval of the President. A request does not necessarily guarantee funding of student labor dollars.

Following are hourly wage ranges and classification descriptions for student wage classifications. Some examples of jobs that fall into various classifications are included in

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the following table. Wage rates for the classifications are subject to change due to increases in the Federal or State minimum wage.

### **For Calendar Year 2017**

Class	Description/Qualifications		
II	Performs work of a routine or average nature under direct or limited supervision. Requires little decision-making. Includes data entry, basic clerical, general labor, intramural assistants, line judges, athletic assistants, custodial and grounds assistants, student ambassadors, phonathon reps, telecounselors, course assistants, and proctors.	8.65	MIN
		8.75	
		8.85	MAX
III	Workers possess some technical or advanced knowledge related to the position. Includes very high level comprehensive skills, responsibilities, training, and requires appropriate experience or course work beyond sophomore level. Includes tutors, lifeguards, computer repair assistants, America Reads assistants, DSU Live assistants, web design assistants, network services assistants, and video conference assistants.	8.65	MIN
		8.75	
		8.85	
		9.10	MAX
IV	Performs work of a specialized or technical nature. Requires advanced training and/or experience. Includes positions such as student interns in information systems or programming assistants, phonathon supervisors, library evening supervisors and program coordinators. May supervise other student labor positions.	9.10	MIN
		9.60	
		10.10	
		10.60	
		11.10	MAX
V	Performs work of a <u>highly</u> specialized or <u>highly</u> technical nature. Requires advanced training, education <u>and</u> experience. Job responsibilities may have accountability for University system projects, research and presentation requirements, deliverables utilized by multiple departments and requires little supervision. Includes positions such as programmers, research assistants with publication expectations, and project managers. May supervise other student labor positions.	10.60	MIN
		11.10	
		11.60	
		12.10	
		12.60	MAX
VI	Workers are performing duties at a level that requires distinct and specialized skills, abilities and knowledge. The duties for these positions should be outlined to the Director of Human Resources to review for assigning the rate of pay in this category.	12.10	MIN
		14.10	
		16.10	
		18.10	
		20.10	
		Greater than 20.10**	

\*\* Any rates of pay requests for greater than \$20.10 will need prior approval by the Vice President for Business & Administrative Services and the Director of Human Resources. Position classifications and wage levels for student paid labor and work study positions are set according to job duties and are designed to compensate students for special knowledge, skills, and abilities required for a particular position. Each position is reviewed on an individual basis using information provided by the supervisor of the position.

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**V. RELATED DOCUMENTS, FORMS AND TOOLS**

Not Applicable