

Job Classifications and Wage Rates

Student Employment is responsible for approving the classification of student jobs. Classification should be determined by the hiring department prior to the time of the job listing. Positions not listed in the below examples may be discussed with Student Employment. Unique working conditions may warrant a higher classification.

To provide equal pay for equal work, all student employees shall be paid according to the rate corresponding to their job classification regardless of the source of funds from which they are paid. Wage rates are established in accordance with existing federal minimum scales and State of North Dakota laws. The wage rate must be appropriate and reasonable in light of such factors as type of work performed and the proficiency of the student. All salary increases (whether for merit, increased responsibilities, or seniority) will be reviewed by Student Employment to ensure comparative equality among all student employees doing similar work. When a student has been employed by a department at the same job part-time during two school terms or full time during the summer, a pay raise of \$.20 to \$.25 per hour is recommended.

Student Employment Classification System

Following are hourly wage ranges and classification descriptions for the four student wage classifications, as well as examples of jobs that fall into various classifications. Wage rates for these classifications may change due to increases in the minimum wage. An update on wage rates along with examples of the types of positions will be sent to the departments when such changes occur. The minimum wage increase was effective July 24, 2009.

Student Classification Wage Ranges and Classification Descriptions

LEVEL I---\$7.25*-\$11.00

The entry-level positions may require few special skills and little or no previous training or work experience, although some positions may require previous training, experience or knowledge. A minimum amount of training is necessary to prepare the employee for work. Employment is generally of routine nature and supervised. These jobs may require a range from little decision-making to independent decision-making.

*Minimum wage increase effective July 24, 2009

LEVEL II---\$11.01-\$14.00

Considerable training or experience required. In some cases, the position may require specialized skills documented by a certificate or degree or years of experience. The student is supervised in a limited manner and in some instances has supervisory responsibilities.

LEVEL III---\$14.00+ (unless meet criteria for Level IV below)

Submit a detailed description of job responsibilities and necessary qualifications using the Student Employment Wage Justification Form. The forms is available online at und.edu/student-employment under the Staff/Faculty Forms & Resources tab.

This PDF form should be returned to Career Services, Stop 9014 or emailed to und.studentemployment@und.edu.

LEVEL IV---\$15.00-\$25.00

Masters/Doctorate students only. Position requires a high level of knowledge and/or previous experience. Students work independently, and often exercise a significant level of supervisory responsibilities.

Examples of Positions

LEVEL I

- Routine Dining Services work including dish washing, operating cash register
- Routine laboratory work such as dish washing, preparation of solutions and media
- Routine clerical work such as simple filing, incidental typing, operating duplication machines, mail sorting and carrying, answering telephones
- Custodial work such as dusting, sweeping, mopping, emptying wastebaskets
- General ground work such as weeding, planting flowers, lawn mowing
- Usher and store clerk, ticket sales, information desk
- Typing work that requires some decision making beyond basic grammar and format; may include some editing and proofreading
- Stenographic work involving simple interpretation of tests or involving complex procedures
- Basic research work such as searching bibliographies, data collection
- Supervising recreational activities, officiating sports events
- Basic drafting, truck driving
- Night building attendant, building security
- Language laboratory attendant
- Social and community action aide
- Health profession aide
- Computer terminal operator, computer input/output clerk
- Visual aids operator
- Theatrical assistant, sewing costumes, applying makeup
- Teacher assistant, grading papers, monitoring tests
- Lifeguard
- Day care assistant

LEVEL II

- Student patrol and parking assistant
- Office assistant with considerable experience and knowledge of the particular office
- Editorial work
- Artist or musician
- Computer programmer
- Maintenance of financial records requiring advanced knowledge
- Advanced supervision of recreational activities requiring special qualifications, coaching
- Tutoring and advising
- Peer counselor
- Reporter, radio announcer
- Skilled drafting work
- Master tutor
- Certified flight instructor
- Roofer
- Skilled labor such as furniture moving, landscaping, painting, carpentry
- Reading efficiency facilitator
- Research work which requires a bachelor's degree in that field to perform the work

LEVEL III

- Approved by Request

LEVEL IV

- Graduate teaching, research or service assistant

When students are employed by more than one department on campus, it is the responsibility of the employers to coordinate hours worked and student earnings. Students should not be working in excess of 20 hours per week between all on campus employment, without prior approval from Career Services. At no time shall a student be permitted to work in excess of 40 hours in one week between any on campus employment.

All student employees must be paid an hourly wage, the Student Employment Coordinator may grant, on an individual basis, an exemption for Institutional positions when the hiring department has justified payment of a salary. In all cases:

1. Student employees must be paid the minimum wage established by the North Dakota Department of Labor.
2. Student employees must be paid overtime for all hours worked over 40 hours per week. This includes salaried student employees.
3. Student employees must be paid for all time worked. A supervisor may not accept voluntary services from any paid employee.