

UND STUDENT EMPLOYMENT WAGE CLASSIFICATION SYSTEM

To use when reviewing a student employment position's pay scale



PURPOSE

Job Classifications & 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 considering such factors as type of work performed and the proficiency of the student. Within this guide are the hourly wage ranges and classification descriptions for the four student wage classifications, as well as examples of jobs that fall into various classifications.

Schedule & Earnings

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 Student Employment. At no time shall a student be permitted to work in excess of 40 hours in one week between any on campus employment.

Student Employees working under Federal Work Study may not earn in excess of their award for the year and may not be scheduled to work during class.

Salary Versus Hourly Wages

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. All student employees must be paid overtime for all hours worked over 40 hours per week.
 - a. This includes any salaried student employees.
3. Student employees must be paid for all time worked.
 - a. **A supervisor may not accept voluntary services from any paid employee.**

Wage Increases

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.

Effective September 15, 2021

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WAGE CLASSIFICATION SYSTEM AND DESCRIPTIONS

LEVEL I: \$7.25*-\$12.00

Noncompetitive Entry Level

Minimum wage increase was effective July 24, 2009. Wage rate may change due to increases in the Federal or State minimum wage.

Level 1 wages are not considered competitive, and recruitment for positions in these areas may be significantly impacted should a hiring manager choose to utilize the Level I wage classification. These entry-level positions will require no special skills and little or no previous training or work experience. 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.

Position Examples:

- 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 groundwork such as weeding, planting flowers, lawn mowing
- 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 drafting, truck driving
- Computer terminal operator, computer input/output clerk
- Visual aids operator

LEVEL II: \$10.00 - \$16.00

Competitive Entry Level

Level II positions may require some special skills, or previous training, experience, or knowledge. Competitive Entry level positions are the recommended wage classification for any area that has a high recruitment need. Some training may be required. In some cases, the position may require specialized skills documented by a certificate or degree or years of experience. Student employees near the top of this wage classification may have independence and limited supervision.

Position Examples:

- Usher and store clerk, ticket sales, information desk
- Basic research work such as searching bibliographies, data collection
- Supervising recreational activities, officiating sports events
- Night building attendant, building security
- Language laboratory attendant
- Social and community action aide
- Health profession aide
- Theatrical assistant, sewing costumes, applying makeup
- Teacher assistant, grading papers, monitoring tests
- Lifeguard
- Day care assistant
- Student patrol and parking assistant
- Office assistant with considerable experience and knowledge of the particular office
- Editorial work
- Artist or musician
- 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
- 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: \$13.00+

Level III positions consist of positions that will require considerable training or experience required. In some cases, the position may require specialized skills documented by a certificate or degree or years of experience. Positions that require knowledge of the industry, or a student employee to have taken specific courses prior to being eligible for the position would fall into this category. Supervisory positions will have the student employee overseeing multiple student employees and completing managerial or supervisory tasks. The student employee has the freedom to act independently and is in a trusted position to have limited supervision.

Position Examples:

- Certified Flight Instructor
- Computer help desk/ programmer
- Undergraduate Research requiring significant background in research area
- Upper-Level Grading & Teaching Assistant positions requiring multiple courses
- Master Tutor
- Maintenance of financial records requiring advanced industry or office knowledge
- Supervisory positions overseeing more than five student employees
- Managerial positions

LEVEL IV: \$17.50 - \$30.00

Level IV positions must require the student employee be enrolled in a graduate level program. Any position in this classification will require a high level of knowledge and/or previous experience. Student employees in these positions work independently, with little to no supervision, and often exercise a significant level of supervisory responsibilities.

Position Examples:

- Graduate teaching
- Research Assistant
- Service Assistant

LEVEL V: \$17.50+

Level V positions do not fall into any of the previous categories. Those that do must be paid according to the recommended wage scale. If a hiring manager has determined the positions responsibilities are unique, and do not meet the other classification areas, they may submit a [Wage Justification form](#), to be returned to und.studentemployment@und.edu for approval prior to beginning recruitment. Wage justifications for positions that fall into the above classes will be denied.

Please include:

- A detailed description of job responsibilities
- All required qualifications & competencies
- A comparison of the requested wage to other positions in the department's area, or similar positions within the industry
- Position Examples:
 - Approved by Request

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