



# Student Employee Pay Scale

Effective January 1, 2022

The following guidance is to assist you in selecting a pay rate for student employees, including Student Assistants, Research Assistants and Graduate Assistants. For Teaching Assistants, who have pre-defined pay rates, please see separate Teaching Assistant Pay Structure, which can be found under Faculty & Staff Resources on the CAP website.

This is guidance only and the final pay rate determination is at the discretion of the supervisor or hiring department.

Minimum wage at CAP is \$16.00 per hour. Students cannot be paid above the maximum Level VI rate.

See page 2 for detailed descriptions of each level.

## Tier 1

**This tier includes entry-level student employees, generally undergraduate students.**

Level I	\$16.00 to \$17.00 per hour
Level II	\$17.00 to \$18.00 per hour

## Tier 2

**This tier includes intermediate-level student employees, generally graduate students.**

Level III	\$18.00 to \$19.00 per hour
Level IV	\$19.00 to \$20.00 per hour

## Tier 3

**This tier includes advanced-level student employees, generally PhD students.**

Level V	\$20.00 to \$21.00 per hour
Level VI	\$21.00 to \$26.86 per hour

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## LEVEL I

This class describes unskilled or entry-level training positions. These positions generally perform one identifiable set of duties so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class.

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## LEVEL II

This class describes routine and repetitive work where there is variation in duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill or experience. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of audio-visual equipment). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class.

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## LEVEL III

This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

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## LEVEL IV

This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience or skill to perform duties independently. Generally requires 3-4 semesters or equivalent experience.

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## LEVEL V

This class describes supervisory and/or advanced level positions. Supervisory employees supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work and approve leave, and counsel employees on performance. Duties at the advanced level are typically more complex. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for end result. Generally requires student to be 1-2 semesters short of degree and/or possess several years of experience.

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## LEVEL VI

This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Supervisory employees supervise three or more subordinates with at least one as Student Assistant III. Graduate level employees possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. [This job class should not be confused with the student faculty 1500 series job classes].