



Student Employment Office
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Dartmouth Student Employment Office Recommended Student Hourly Rate Structure

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Fill in the blank to the right of each section below with the number corresponding to the statement which best describes the job to be performed. Match “Total Score” with the corresponding Grade Level & Hourly Rate in the box below.

Skill/Knowledge Requirements

- Little or no prior knowledge or experience required 1
- Some prior knowledge or experience required 2
- Specialized skills, knowledge, or experience required 3
- Highly specialized skills, knowledge, or experience required 4 _____

Supervisory Requirements

- Frequent, direct supervision of student's work and outcomes 1
- Occasional, direct supervision of student's work and outcomes 2
- Occasional, indirect supervision of student; outcomes reviewed 3
- Little or no supervision of student required 4 _____

Work Flow Requirements

- Be present, monitor facility; time available for study 1
- Follow routine, predetermined procedures 2
- Follow some routine procedures, prioritize some tasks 3
- Manage unpredictable, complex, multiple tasks; develop new procedures or processes 4 _____

Decision-Making Requirements

- Perform tasks as specified, little or no decision making 1
- Perform routine tasks requiring some decision making 2
- Make frequent decisions regarding tasks, time, and data 3
- Evaluate performance of others, interpret complex data, make daily decisions about tasks, time, and information 4 _____

Scope of Work

- Within department or with co-workers 1
- Impacts other departments, occasional interaction with persons outside the department 2
- Impacts the campus at large, frequent interaction with persons outside the department 3
- Impacts parties outside the College, frequent interaction with persons or organizations outside the College 4 _____

Supervisory Responsibilities

- Will the student employee have supervisory responsibilities for other students?
 If Yes, add two points here 2 _____

Confidentiality Requirements

- Will the student employee regularly work with confidential information?
 If Yes, add two points here 2 _____

Total Score: _____

<u>Total Score:</u>	<u>Grade:</u>	<u>Hourly Wage Range:</u>
5-8	A	\$7.75 to \$10.25
9-12	B	\$8.25 to \$10.75
13-16	C	\$8.75 to \$11.25
17-20	D	\$9.25 to \$11.75
21-24	E	\$9.75 to \$12.25+

Last Updated: January 2013

Guidelines for Student Wages

As a campus, we strive to ensure that student pay is administered equitably and consistently. A student's rate of pay should not be based on the number of hours worked or the funding availability. Instead, supervisors are strongly encouraged to use the "[Dartmouth Student Employment Office Recommended Student Hourly Rate Structure](#)" worksheet (see page one of this form) as a guide to set a fair and equitable hourly wage for student positions.

The minimum rate of pay for each range is determined by reviewing the following factors:

- The range and complexity of the job's duties
- The knowledge and skill requirements necessary to perform the job
- Equity, including wage relationships with other student employees doing similar work across campus

Generally it is expected that a student's starting hourly wage will begin at or near the minimum salary within a wage grade and receive increases with longevity and performance, but the following factors may support an hourly wage closer to the middle of the range:

- Market conditions, working conditions, nature of the work involved, and/or recruitment difficulty
- Prior related work experience and training

A standardized scale allows employers to pay students a wage commensurate with the skills and experience required to successfully perform the job and offers an opportunity to provide students with promotional incentives. All wages and wage increases are subject to the availability of funds within the department.

Wage Increases:

Differential Pay refers to additional compensation earned by an employee for working less desirable shifts (e.g., 2nd or 3rd shift) and it is computed as a percentage of the employee's rate of basic pay. If a department chooses to offer differential pay for particular shifts, it is recommended that the differential pay be not less than 10% and not more than 25% of the student employee's base pay rate.

Longevity increases are designed to reward students for continuous employment within a department and to encourage retention. While the awarding of student wage increases is at the discretion of the department, an hourly wage increase of 2% is recommended for every student employee whose work performance is satisfactory or above satisfactory and who returns to the same department in the same or similar position each academic term. *All wages and wage increases are subject to the availability of funds within the department.*

The SEO website provides a [standard chart](#) (in the 'Employer Info' section) to allow for easy calculation of wage increases for each term worked. It uses the minimum hourly wage for each of the compensation grades in the Student Hourly Rate Structure. If you use a starting wage other than the minimum, you may change the calculation on the [Wage Increase Formula excel spreadsheet](#) (MS Excel, 12 KB) simply by entering a different rate into the highlighted cell.

Merit increases allow supervisors to reward student employees who perform at a level beyond expectation for a continued period of time. In order to provide a merit increase, a supervisor should complete a formal [Student Performance Evaluation](#) with the student. The results of the performance evaluation should be "Excellent" or "Outstanding."

Merit increases should add no more than an additional 2% increase (beyond the 2% already given for longevity) and only after at least two terms of exceptional service in the position. *All wages and wage increases are subject to the availability of funds within the department.*