

STUDENT EMPLOYEE



Class and Comp Structure

Current Student Comp Matrix and Pay Levels



A **matrix** will be used to determine the appropriate **pay rate** for a **position**


Step 1

- Review your job description, indicating points for each component of the matrix.

Step 2

- Add the points you selected in each row to give a point total for the specific position you are matrixing.

Step 3

- The sum of your points is the overall level of responsibility. Each level of responsibility corresponds to a level and pay rate on the pay scale. Keep in mind that you are scoring the role, not the individual. See slide 4 

DIMENSION	LEVEL 1 (1 POINT)	LEVEL 2 (2 POINTS)	LEVEL 3 (3 POINTS)	LEVEL 4 (4 POINTS)
Job Duties: Responsibilities and outcomes against which position will be evaluated; functions as written in the job description	Student performs general or routine work. Clear guidelines and processes are provided.	Student performs work requiring some level of independent judgement and initiative. Opportunities for multitasking may exist.	Student performs work requiring a moderate level of difficulty and complexity. Student prioritizes task and utilizes independent judgement and decision-making ability.	Student performs highly skilled duties requiring considerable knowledge. Student exercises independent judgement and performs self-imitated tasks. Student is responsible for developing, coordinating, and implementing assigned projects.
Experience: Degree of previous experience required to be successful in the position	No relevant experience.	6 months to 1 year of relevant experience.	Two years of relevant experience.	Three or more years of relevant experience.
Skill: Specific or specialized skills required prior to hiring/training to be successful in the position	Student needs few or no special skills to perform the work satisfactorily.	Student requires some related skills to perform work satisfactorily.	Student requires a moderate level of related skills to perform work satisfactorily; work is often specialized.	Student requires a high level of related skills to perform work satisfactorily; work is almost always specialized.
Supervision: Both the extent to which the position is supervised and works independently, and the mentoring/training responsibilities required in the position.	Student is closely supervised; work requires little independent judgement or initiative. Student has no supervisory duties.	Student is closely supervised and is beginning to use independent judgment and initiative. Student has no supervisory duties.	Student performs independently with moderate supervision, exercising independent judgement and initiative. Student has no supervisory duties but may mento or train other students/student employees.	Student performs independently with minimal supervision, exercising independent judgement and initiative. Student may train and/or evaluate other students/student employees.
Public Contact: Refers to contact with the broader community (not just number of students interacted with) and	Student has no or minimal public contact.	Student has some public contact, answering routine questions or	Student has public contact, answering more complex questions using judgement and decision-making ability.	Student has considerable contact and is responsible for representing the university.

Responsibility levels and corresponding pay rates

Level 1:

between **5** and **8** points -
\$10, \$10.25, \$10.50 or \$10.75

Level 2:

Between **9** and **13** points -
\$11, 11.25, 11.50 or \$11.75

Level 3:

Between **14** and **19** points -
\$12, \$12.25, \$12.50, or \$12.75