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Undergraduate Student Employment Pay Scale

Undergraduate Student Employment
Pay Scale Policy

Responsible Executive: CHRO
Originally Issued: July 24, 2009
Revised: July 1, 2018

POLICY STATEMENT

To establish the Undergraduate Student Employment Pay Scale for institutional part-time employment and college work-study programs.

REASON FOR POLICY

This policy has the following objectives:

- To provide financial assistance, and academic and career development opportunities to students
- To ensure fair and equitable pay in compliance with federal regulations
- To provide pay ranges for each student employee level based on job complexity
- To provide a process for approving exceptions to the ranges

ENTITIES AFFECTED BY THIS POLICY

- All colleges/divisions of the University

WHO SHOULD READ THIS POLICY

- Department chairs, directors, deans and division heads
- Hiring managers and supervisors
- Human resources representatives

WEB ADDRESS FOR THIS POLICY

http://media.clemson.edu/humanres/policies_procedures/Student_Employment/Undergraduate_Student_Employment_Pay_Scale_Policy.pdf

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	OHR	(864) 656-2000	Clemson.edu/employment/contact_hr/ Ask-HR

ELIGIBILITY

Undergraduate students currently enrolled in Clemson University are eligible for student employee status. For purposes of determining exclusion from participation in FICA and the S.C. Retirement System, and the withholding of contributions, a student is defined as any individual who is enrolled in an undergraduate degree program and regularly attending classes or other assigned academic duties during a semester. **Student-athletes are required to have a written authorization from the director or senior associate director of athletics for Clemson University.**

PROCEDURES

A department may elect to select the appropriate description, title and rate covered by the Undergraduate Student Pay Scale with the only required clearance being through their own administrative channels, including budgeting approval. The new pay scale consists of five (5) undergraduate student worker ranges. Supervisors will use the chart below to determine the appropriate range based on the position’s responsibilities and complexity in addition to the skills and experience required. The Office of Human Resources is available to assist with determining the appropriate range if needed. All undergraduate student employees should be paid according to the provisions of the Undergraduate Student Employment Pay Scale. **All undergraduate student employees must be paid at least the federal minimum wage.**

UNDERGRADUATE STUDENT PAY SCALE

Job Classification	Job Code	Description	Base-level Tasks / Duties Minimum	Complex Tasks / Duties Midpoint	Higher Complexity Tasks / Duties Maximum
Student Assistant I (Entry level)	9-24-100	Requires an understanding of basic work routines and the use of simple equipment and machines. Requires direct supervision with relatively specific instructions. Tasked with routine duties requiring little or no training or experience.	\$7.25	\$7.63	\$8.00
Student Assistant II (Some experience)	9-24-200	Requires some non-technical skills in performing standardized work routines. Tasked with mostly routine duties requiring previous knowledge or skill, experience and/or training. May coordinate activities of others.	\$7.50	\$8.13	\$8.75

<p>Student Assistant III (Intermediate experience)</p>	<p>9-24-300</p>	<p>Requires knowledge of a technique involving practices of non-routine work. Tasked with higher level, non-routine work requiring previous knowledge or skill and/or equivalent experience or training. May coordinate/supervise activities of others.</p>	<p>\$8.00</p>	<p>\$8.88</p>	<p>\$9.75</p>
<p>Student Assistant IV (Advanced experience)</p>	<p>9-24-400</p>	<p>Requires knowledge gained through exposure or experience in a technical field. Tasked with more complex/technical duties involving a high degree of responsibility and judgment. Specialist training or experience is required. May direct activities of others.</p>	<p>\$8.25</p>	<p>\$9.25</p>	<p>\$10.50</p>
<p>Student Assistant V (Advanced experience and leadership ability)</p>	<p>9-24-500</p>	<p>Requires extensive knowledge of techniques, practices and theories gained through education and special development. Tasks require specialized knowledge and/or experience in teaching/research positions or positions requiring highly specialized skills or technical knowledge. May direct and/or supervise activities of others.</p>	<p>\$8.50</p>	<p>\$10.25</p>	<p>\$12.00</p>

JOB LEVEL PLACEMENT AND POSITION IN RANGE:

The determination of the appropriate job level should be based on the complexity of the duties and tasks the student employee will be performing and the required knowledge and experience necessary to successfully complete the job. The pay rate within the range should be based on the student’s education level, work experience/skills and leadership ability.

For example, an incoming freshman performing basic administrative duties may be paid between the minimum and the midpoint of the Student Assistant I level. Conversely, a senior student worker, who has worked in the subject area for multiple years, performing complex duties and supervising other student employees may be paid between the midpoint and maximum of the Student Assistant V level. Other consideration should be given to available budget and the salaries paid to other students in similar positions.

EXCEEDING THE RANGE MAXIMUM

The Office of Human Resources must approve in advance any undergraduate student employment pay rate that exceeds the maximum of the range for each of the student employment levels (I-V). The hiring department must submit a [Salary Request for Undergraduate Students](#) to the Office of Human Resources and receive approval prior to the student's assumption of job duties.

RELATED RESOURCES

University Policies and Documents
External Documentation
University Forms and Systems
Salary Request for Undergraduate Students

DEFINITIONS

For definitions, please refer to the [OHR Glossary of Terms](#).

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