



# Minot State University

## Policy Manual

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### Section 3.8

#### **Part-Time/Temporary, Staff/Student, Employment Wage Policy**

1. This policy provides guidelines for temporary/part-time employment situations on the Minot State University campus. Temporary employment situations include students and non-students. This policy will be updated as necessary to include new job families, inflation adjustments, and exceptions as necessary.
2. Definitions:
  - a. Student employment occurs when the position is filled by student workers.
  - b. Non-student employment occurs when the position is filled by a non-student.
  - c. Regular employees are those whose employment conditions make them eligible for benefits.
3. Non-student employment wages will be based on market rates for the work performed in a manner similar to regular employees. Internal equity and market conditions will also be considered when establishing the wage rates in these situations.
4. All student workers must apply for any active position through Minot State University's website and undergo the traditional hiring process.
5. Student employment is categorized as standard undergraduate, standard graduate, and approved exceptions. The wage rates for these categories will be reviewed annually with adjustments based on the federal minimum wage and market conditions. Schedules for each category are shown below:

#### **Standard Undergraduate**

Student, General, Tutors, Orientation, SSI Leaders	\$10.00
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8800	Student, General
8815	Student, Wellness/Entertainment
8850	Student, Custodial & Grounds Maintenance
8872	Student, Delivery

Student, Technical	\$10.00
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8816	Student, Broadcasting
8845	Student, Laboratory
8847	Student, Electronic & ITS Hardware
8865	Student, Printing

## Standard Graduate

- a. Graduate Assistants paid and/or coordinated through the Graduate School will be paid on a salary basis. The basis for salary determination is \$17.00 per hour. During the fall and spring semester the salaries will follow this schedule:

1/8	\$1,370
1/4	\$2,740
1/2	\$5,480

During the summer semester the pay schedule will be:

1/8	\$685
1/4	\$1,370
1/2	\$2,740

- b. Graduate Assistants paid and/or coordinated through the Graduate School will be classified as either 2210 (Graduate Research Assistant) or 2220 (Graduate Teaching Assistant).
- c. If a Graduate student is not a Graduate Assistant and is performing work similar to undergraduate students, then the undergraduate student rates will be used.
- d. If a Graduate student is not a Graduate Assistant and is performing work that would ordinarily require a bachelor's degree, then the hourly rate may be established up to \$17.00 per hour. Such workers will be classified in the appropriate student job family; 8000 series.

## Approved Exceptions

Researchers (Job Family 8800)	\$10.00/\$12.00/\$17.00 per hour
Wellness Center Trainers (Job Family 8815)	\$15.00 per hour
Student Laboratory	\$10.00/\$12.50/\$15.00 per hour
Tutors (Job Family 8800)	\$10.00 per hour \$12.00 per hour – Grad Level Required
Resident Hall Directors	\$650 per month (1 <sup>st</sup> Year) \$700 per month (2 <sup>nd</sup> Year) \$750 per month (3 <sup>rd</sup> Year) \$850 per month (Graduate Assistant)
Resident Assistants	\$350 per month

Resident Managers	\$445 per month
Resident Hall Director	\$450 per month
NWAC	\$12.00 per hour
Learning Center Aids	\$14.88 per hour (1 <sup>st</sup> Year)
C.L.C.	\$15.78 per hour (2 <sup>nd</sup> Year)
(Job Family 8856)	\$16.52 per hour (3 <sup>rd</sup> Year)
	\$17.23 per hour (4 <sup>th</sup> Year)
Bubble Snow Shoveling/ Art Models	\$20.00 per hour
Music A/V Technicians	\$12.50 per hour
Access Services – Notes	\$17.00 per hour
Special Security Guards	\$18.00 per hour
INBRE Grant	\$12.12. per hour (W/HS Diploma or Equivalent)
Students	\$13.78 per hour (w/successful completion
(Job Family 8845)	of intro Biology or Chemistry class)
	\$15.44 per hour (w/exceptional qualifications including
	research experience or coursework)
CASCLS Clinicians	\$13.03 per hour (Level I, ED320 w/ELED352 or ED320
	w/MATH277 & 377)
	\$14.42 per hour (Level II, add ED402/440/441 or
	MATH371/381/391)
	\$15.81 per hour (Level III, Bachelor's Degree)

6. Exceptions to the wage rate will be approved by the Director of Human Resources. Departments remain accountable for the budgetary impact of any approved exceptions.

Direct inquiries to: HR Director/EEO/AA/Deputy Title IX Coordinator, Administration 2<sup>nd</sup> FL, 701-858-4610 [hr@minotstateu.edu](mailto:hr@minotstateu.edu)

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