



Minot State University

Policy Manual

Section 3.8

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.
4. All student workers must apply for any active position through Minot State University's website and undergo the traditional hiring process.
5. Student wages are paid on an hourly basis. Supervisors are responsible to confirm and approve hours.
6. No student will report directly to a family member. HR Policy 13: Employment of Relatives.
7. Student employment is categorized as standard undergraduate, standard graduate, and approved exceptions. The wage rates for these categories may 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

8800 Student, General
8850 Student, Custodial & Grounds Maintenance
8872 Student, Delivery

Student, Technical \$10.00

8816 Student, Broadcasting

8847 Student, IT Central
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 like 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/\$12.50/\$15.00 per hour |
| Pool Lifeguards | \$15.00 per hour |
| Wellness Center Trainers (Job Family 8815) | \$10.00/\$12.50/\$15.00 |
| Student Laboratory | \$10.00/\$12.50/\$15.00 per hour |
| Tutors (Job Family 8800) | \$10.00 per hour \$12.50 per hour – Grad Level Required |
| Resident Hall Directors | \$650 per month (1 st Year) \$700 per month (2 nd Year) |

\$750 per month (3rd Year)
\$850 per month (Graduate Assistant)

| | |
|---|---|
| Resident Assistants | \$350 per month |
| Resident Managers | \$445 per month |
| Resident Hall Director | \$450 per month |
| NWAC | \$10.00 /\$12.50 per hour |
| Learning Center Aids C.L.C. (Job Family 8856) | \$13.89 per hour and up. Rates are determined by Minot Public Schools. |
| 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 |
| Paid by Grant Students | Rate is per Grant guidelines. If not specified: \$10.00 per hour |

8. 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 2nd FL,
701-858-4610 hr@minotstateu.edu

Updated November 18th, 2022