



# 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. 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	\$9.25
8800	Student, General
8815	Student, Wellness/Entertainment
8850	Student, Custodial & Grounds Maintenance
8872	Student, Delivery
Student, Technical	\$10.00
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	\$1,360
1/4	\$2,720
1/2	\$5,440

During the summer semester the pay schedule will be:

1/8	\$ 680
1/4	\$1,360
1/2	\$2,720

- 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 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 per hour
Pool Lifeguards/ Wellness Center Trainers (job family 8815)	\$ 10.00 per hour
Tutors (job family 8800)	\$ 10.00 per hour
Resident Hall Directors	\$650.00 per month (1 <sup>st</sup> year) \$700.00 per month (2 <sup>nd</sup> year)

	\$750.00 per month (3 <sup>rd</sup> year)
Resident Assistants	\$850.00 per month (Graduate Assistant)
	\$425.00 per month
Resident Managers	\$312.00 per month
Learning Center Aids (job family 8856)	\$ 12.59 per hour (1 <sup>st</sup> year)
	\$ 13.35 per hour (2 <sup>nd</sup> year)
	\$ 13.98 per hour (3 <sup>rd</sup> year)
	\$ 14.58 per hour (4 <sup>th</sup> year)
Art Models	\$ 20.00 per hour
INBRE grant	\$ 12.12 per hour (w/HS Diploma or equivalent)
students (job family 8845)	\$ 13.78 per hour (w/successful completion 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)

5. Exceptions to the wage rate will be approved by the Director, 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](mailto:hr@minotstateu.edu)

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