## Grade Level System for Student Pay Rates:

**Oberlin College**

In order to establish fairness and consistency in student hiring, it is highly recommended that all employers use the following grade level system when hiring students: this Grade Level will be re-evaluated in January of 2015 if the state increases the minimum wage.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Minimum Pay Rate</th>
<th>Maximum Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$7.95</td>
<td>Employer’s discretion</td>
</tr>
<tr>
<td>II</td>
<td>$8.05</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>$8.15</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>$8.25</td>
<td></td>
</tr>
</tbody>
</table>

A student job is assigned a grade level according to the following criteria:

- Level of skills required, including special skills
- Level of experience/training required
- Level of independent work, confidentiality and supervision
- Level of mental activity
- Level of accountability

### Grade levels

**I.** Clerical work; does not require any special skills or previous training (excluding typing and basic computer skills); routine tasks and clearly established duties; no decision-making/leadership involved. **MINIMUM STARTING WAGE:** $7.95 / hour

**II.** Some special skills required; low level of accountability; some decision-making may be required; may involve some supervisory tasks (for instance, supervising students from level I). **RECOMMENDED STARTING WAGE:** $8.05 / hour

**III.** Require special skills, knowledge, ability, and training. Leadership and decision-making involved; may require a certain level of confidentiality and independent work; supervising students at levels II and I. Increased level of accountability. **RECOMMENDED STARTING WAGE:** $8.15 / hour

**IV.** Requires highly specialized/advanced skills, knowledge, and training. Works with low level of supervision; high accountability; job may require a high level of confidentiality; high degree of mental activity; may involve a great deal of supervisory work (i.e. supervising students at levels I, II, and/or III). **RECOMMENDED STARTING WAGE:** $8.25 / hour

The following guidelines are recommended for a pay raise at the end of each semester and/or year. After a positive evaluation, a $0.05 to $0.10/hour increase in pay for a student working in the same position is fair. An employer must submit a Student Pay Rate Change Card to the SEO in order for an employee to receive a raise via the SEO website at [www.oberlin.edu/studemp/](http://www.oberlin.edu/studemp/), then click on the ‘Submit a Rate Change Card electronically’.