

Student Employment Update

May 12, 2021

To: Supervisors and Business Officers

From: Student Employment Office

Subject: Student Employment Wage Rates and Pay Levels for FY22

Beginning with the June 27, 2021 pay-period, the current five hourly wage rates (Levels 1-5) will be consolidated into three levels. The definitions of the three levels and their associated hourly rates are listed below. The decision to consolidate the levels was based on the current use of the five wage levels and industry best practices.

During the week of June 27th, the Student Employment Office along with our vendor will be adjusting all hire records where the student has an active hire in one of the five levels. Students currently hired in a level 1 or 2 position will be updated to a level 1 position, level 3 or 4 positions will be updated to a level 2 position, and level 5 positions will be updated to a level 3 position.

When creating new positions, you will no longer be asked to complete the compensation worksheet. You will simply select either one of the three levels or the exception rate.

The Provost Split program will be updated to where the maximum wage will be the Level 3 rate of pay when determining eligibility.

The starting rate of pay for each pay level is determined by reviewing the following factors:

1. State of Connecticut minimum wage for the respective fiscal year;
2. The scope and complexity of the job duties being performed by the student;

3. Prior experience, knowledge, and skill requirements necessary to perform the functions of the job;
4. Equity, including wage relationships with other student employees doing similar work across campus.

There are three (3) pay levels covering all undergraduate and graduate/professional student jobs. The level and rate chosen for a student employment position should be based on job responsibilities, supervision needed, and level of expertise required for the job. When posting a job via Student Employment, Supervisors must select the pay level for that position. The level definitions are as follows:

<p>Level 1 \$13.50</p>	<p>Entry level positions requiring basic skills attained through on-the-job training. No previous work experience or coursework required. Positions include routine, often repetitive, job duties and responsibilities may require the application of basic organizational skills or technical knowledge, operation of simple equipment or performing routine tasks. The student will be given general instructions on how to perform assigned duties of the position. Duties will be performed under supervision to ensure completeness and accuracy of tasks performed. Minimal independent decision-making with regular supervision.</p>
<p>Level 2 \$14.30</p>	<p>Duties are somewhat to moderately complex, are varied and involve a degree of responsibility and judgment. Requires skills acquired through some previous work experience, training and/or completion of related coursework. Responsibilities may require the application of basic organizational skills and/or more technical knowledge, operation and accountability of more complex equipment or performing routine tasks. Some independent decision-making and supervision of other student employees or volunteers with daily on-site supervision.</p>
<p>Level 3 \$15.15</p>	<p>Duties are specialized or technical requiring exceptional and diversified skills., significant work experience and/or completion of related upper-level coursework required. Positions include highly specialized duties and project responsibility requiring the ongoing interpretation of guidelines, the exercise of independent</p>

judgment and the application of skills that are often highly technical in nature. Responsibilities may include data analysis, independent supervision and/or coordination of programs and/or projects involving complex equipment or analysis of data. Other responsibilities may include regular supervision of other student employees and regular independent decision-making. Subject to limited on-site supervision.



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