



Student Employee Compensation Guidelines
Updated March 31, 2024

In April 2021, guidelines for undergraduate and graduate¹ student compensation were established to both steward university resources and ensure the consistent and equitable treatment of student employees.

It is the Provost's Office expectation that units will maintain the equity introduced through the job categories. Please carefully review proposed assignments to ensure that students are hired into the appropriate categories. Once the proper job category has been identified, units may determine the hourly rate within the established ranges, based on **equity across the division, the body of work within the job category, the student's level of experience**, and other relevant factors.

Active management and oversight of student employment within units is also expected to maintain the progress and equity introduced in 2021.

- Hourly wages bands will be standardized across the university based on job categories that recognize the complexity of the work.
- A unit will determine the student's hourly rate which may range from the minimum to the maximum of the wages band, keeping in mind **equity across the division, the body of work within the job category, and the student's level of experience**.
- The standardized bands will remain the same regardless of funding source, student level (undergraduate, graduate, medical), or available resources.
- A Student Employment Advisory Group will meet each spring to review and recommend hourly bands for the following fiscal year. The group will include leadership from the Student Employment Office and the Graduate College, and will make recommendations to the Provost and Vice President for Finance and Administration. The Advisory Group will also review and approve requests for exceptions to the bands.
- In years in which a minimum wage increase will occur, two sets of bands will be established: one for the first half of the year at the current minimum wage, and a second one effective January 1 of that year which will reflect the new minimum wage. Upon the approval of the Provost and Vice Provost for Finance and Administration, the set of bands effective January 1 may address related compression; all such adjustments will be managed centrally.
- The Student Employment Office and Payroll Services have a process for meeting the university's obligations related to varying minimum wage levels for student employees working out of state.
- With the exception of mandatory minimum wage increases and any related centrally determined compression adjustments, **mid-year wage increases are unallowable**, including merit increases, and increases awarded upon the completion of an initial training period.
- Students may move into new positions with responsibilities that place them in higher job categories during the academic year. Such moves should reflect new jobs, and should not be used

¹ These guidelines apply to medical students.

to recognize expected/customary growth and development within what is essentially the same job.

- The **stipend compensation for Graduate Assistantship and Fellowship positions** (Graduate Advisors, Graduate Assistants, Graduate Research Assistants, Graduate Teaching Assistants, and Predoctoral Fellows) **is *not* subject to the guidance in this document**. Stipend levels and accompanying financial aid are set annually by the Graduate College.
- **These guidelines *do* apply to any additional hourly work assignments** for Graduate Advisors, Graduate Assistants, Graduate Research Assistants, Graduate Teaching Assistants, and Predoctoral Fellows, with the exception of grant-funded work during the summer that is equivalent to the assistantship work.
- The compensation for graduate students teaching in the summer, and who are formally listed as the Instructor of Record for the course, is determined by the academic unit and administered by PACE. It is not determined by these guidelines.
- The guidance in this document **does not apply to undergraduate students who are paid a nominal stipend**. You can find more information on determining when it is appropriate to pay hourly vs. a stipend in the [Temporary Employee & Paid Non-Employee Manual](#)

Student Employment Compensation Guideline



Wage Level Positions- **January 1 2024 – May 10, 2024**

Job Category	Wage Band	Job Expectations
Entry	\$13.67 - \$14.70	Positions involve well-established procedural work, scope of work is limited to department/organization, few special skills and little or no previous experience are required, a minimal amount of training is necessary.
Professional	\$13.67 - \$15.75	Positions involve medium level tasks with occasional independent judgments necessary, scope of work reaches other departments, special knowledge and specific skills are required, previous experience is preferred, often responsible for an aspect of a program, frequently required to maintain confidentiality.
Technical/Sr. Professional (Teaching/Research Assistants)	\$13.67 - \$16.80	Positions involve interpretation of procedures and independent judgement, demonstration of advanced knowledge/specialized skills (e.g., extensive computer knowledge, advanced proficiency in a particular academic area, and/or advanced writing skills). UTA Guidance: provides classroom or laboratory classroom assistance; is not the instructor of record.
Student Leadership	\$13.67 - \$17.85	Supervises a team of students, running buildings or operations in the absence of staff or faculty, individuals that are required to have a specific certification to perform work.
Graduate-Professional	\$18.00 - \$21.00	Other professional-level work for which a bachelor's degree is required. Only Federal Work Study awarded Graduates are hired through JobX.

Frequently Asked Questions....

To maximize on a student's work study eligibility, should I hire them at the lowest pay rate in the wage band?	Absolutely not. We recognize that increased pay rates equal less hours that an awarded student can work, however, awarded students cannot be paid less than a non-awarded student. Your department can determine whether or not the student can be hired into a non-work study version of the job once their award is about to run out.
What is the best way to pay returning student employees?	View their previous rate of pay for the position they're being re-hired into and adjust according to where their experience falls within the wage band.
Will all pay rates be adjusted when Vermont State minimum wage increases on January 1?	Automatic pay rate adjustments will only happen for students being paid at Vermont State minimum wage.
Are pay increases allowed?	With the exception of the above minimum wage and minimum wage compression adjustments, mid-year wage increases are unallowable, including merit increases, and increases awarded upon the completion of an initial training period.

Student Employment Compensation Guidelines



Wage Level Positions - May 11, 2024 – December 31, 2024

Job Category	Wage Band	Job Expectations
Entry	\$13.67 - \$14.90	Positions involve well-established procedural work, scope of work is limited to department/organization, few special skills and little or no previous experience are required, a minimal amount of training is necessary.
Professional	\$13.67 - \$15.95	Positions involve medium level tasks with occasional independent judgments necessary, scope of work reaches other departments, special knowledge and specific skills are required, previous experience is preferred, often responsible for an aspect of a program, frequently required to maintain confidentiality.
Technical/Sr. Professional (Teaching/Research Assistants)	\$13.67 - \$17.00	Positions involve interpretation of procedures and independent judgement, demonstration of advanced knowledge/specialized skills (e.g., extensive computer knowledge, advanced proficiency in a particular academic area, and/or advanced writing skills). UTA Guidance - provides classroom or laboratory classroom assistance; is not the instructor of record.
Student Leadership	\$13.67 - \$18.05	Supervises a team of students, running buildings or operations in the absence of staff or faculty, individuals that are required to have a specific certification to perform work.
Graduate-Professional	\$18.00 - \$21.20	Other professional-level work for which a bachelor's degree is required. Only Federal Work Study awarded Graduates are hired through JobX.

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