



Student Employee Compensation Guidelines  
Updated March 31, 2024

In April 2021, guidelines for undergraduate and graduate<sup>1</sup> 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

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<sup>1</sup> 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](#)