



TO: Deans, Directors, and Department Chairs
FROM: Patricia A. Prelock, Provost and Senior Vice President
DATE: December 17, 2021
SUBJECT: Revised Summer 2022 Student Employee Compensation Guidelines and Hourly Rates

In April 2021, guidelines for undergraduate and graduate student compensation were established to both steward university resources and ensure the consistent and equitable treatment of student employees. Since that time the labor market has changed substantially, and this has created student hiring and retention challenges. Further, and contrary to our Academic Success Goals, students are forfeiting UVM employment, internship, and research opportunities that will enhance their academic experience and career preparation. As a result, I am revising the student employee wages bands effective May 14, 2022¹.

I do so with the expectation that units will maintain the equity introduced through the four 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 new ranges noted below, based on equity across the division, the body of work within the job category, the student’s level of experience, and other relevant factors.

Over the last year we’ve established more consistent and equitable student employment practices. Now that I am introducing more flexibility with regard to compensation, I ask for your active management and oversight of student employment within your units to maintain our progress. I hope these revised wages bands will make it easier for you to navigate a challenging labor market, and I appreciate your efforts to provide our students with meaningful employment opportunities.

Undergraduate Level Positions – May 14, 2022 to December 31, 2022:

Table with 3 columns: Job Category, Hourly Wages Band, and Job Description. It lists two categories: Undergraduate - Entry and Undergraduate - Professional, with their respective wage ranges and descriptions of job duties.

¹ The Spring 2022 compensation guidelines can be found here.

Undergraduate - Technical/Sr. Professional (includes Undergraduate TAs and Research Assistants)	\$12.55 to \$16.00	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
Undergraduate - Student Leadership	\$12.55 to \$17.00	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 Level Positions – May 14, 2022 to December 31, 2022:

Job Category	Hourly Wages Band	Job Description
Graduate - Professional	\$18.00 to \$20.00	Other professional-level work for which a bachelor's degree is required

The following guidelines established in April 2021 remain in place; notable revisions resulting from the changes in the hourly wages bands are highlighted in red:

- 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, 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 will 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 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.
- 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

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 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](#)
- Existing hourly rates for students in existing jobs before the new system was established last April were retained. Students who changed jobs or change departments reverted to the new structure.