

# Suggested Guidelines for Wages for On-Campus Student Positions

Supervisors of Evergreen student employees determine the rate of pay for positions in their area. The following rubric is offered as a suggested way to set fair and equitable wages for on-campus positions.

Expectations for on-campus wages:

- Wages for similar jobs should be equitable within departments and across campus.
- No College employee may be paid below the Washington State Minimum Wage.
- Pay rates reflect job duties – not student need. Students with Work Study funding must be paid the same wage as student paid from Institutional funds. Students who do equivalent work must be paid equivalent wages.
- The rationale for pay raises must be clear, fair, and equally applied to all student employees. Appropriate reasons for pay raises include, but are not limited to: increased skills, seniority, etc.

	<b>LEVEL I</b>	<b>LEVEL II</b>	<b>LEVEL III</b>	<b>Level IV</b>	<b>Level V</b>
<b>Typical Qualifications and/or Duties</b>	<ul style="list-style-type: none"> <li>• Minimum to no skills or previous experience. Limited or no special educational requirement.</li> <li>• Duties generally of a routine and simple nature.</li> <li>• Work may be closely supervised.</li> <li>• Requires limited responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Duties are typically routine, but involve a moderate degree of responsibility and judgment by the employee.</li> <li>• Requires specific knowledge or skill, and/or equivalent experience or training.</li> <li>• Requires limited responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Duties are semi-routine, but involve a moderate degree of responsibility and judgment by the employee.</li> <li>• Requires specific knowledge or skill, and/or equivalent experience or training.</li> <li>• May lead other student employees.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Duties are varied and moderately complex, and involve a substantial degree of responsibility and judgment.</li> <li>▪ May direct the activities of other student employees.</li> <li>▪ Requires specific knowledge or skill, and/or equivalent experience or training.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must exercise discretion and/or independent judgment, be original and creative.</li> <li>▪ Duties are technical and complex, and involve a high degree of responsibility.</li> <li>▪ May supervise or direct the activities of other student employees.</li> <li>▪ A significant amount of specialized</li> </ul>

					<p>training is required.</p> <ul style="list-style-type: none"> <li>▪ The primary responsibility requires advanced knowledge customarily acquired by experience</li> </ul>
<b>Suggested Wage Range</b>	Minimum wage: \$ 8.55 to \$ 9.00	\$ 8.80 to \$ 9.75	\$ 9.25 to \$ 10.25	\$ 9.80 to \$ 12.25	\$ 10.50 and up
<b>Examples</b>	Office Assistant, CRC Door Checker, Parking Booth Attendant, Info Desk Assistant, etc.	Computer Center Consultant, Student Ambassador, Lifeguard, entry-level Phonathon Caller, etc.	Housing Maintenance Worker, Peer Advisor, Woodshop or Metal Shop Aide, Tutor, Intern, etc.	Housing Custodial Lead, Phonathon Lead, Soccer Manager, Research Asst., etc.	Housing Student Facilities Lead, Head Lifeguard, RAD Supervisor, Instructional Tech, Graduate Research Assistant

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