Grade Level System for Student Pay Rates:

Oberlin College

In order to establish fairness and consistency in student hiring, it is highly recommended that all employers use the following grade level system when hiring students: this Grade Level will be re-evaluated in January of 2021 if the state increases the minimum wage.

<table>
<thead>
<tr>
<th>Step Level</th>
<th>Minimum Pay Rate</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$8.70</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>$8.75</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>$8.85</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>$8.90</td>
<td></td>
</tr>
</tbody>
</table>

A student job is assigned a grade level according to the following criteria:

- Level of skills required, including special skills
- Level of experience/training required
- Level of independent work, confidentiality and supervision
- Level of mental activity
- Level of accountability

Grade levels

I. Clerical work; does not require any special skills or previous training (excluding typing and basic computer skills); routine tasks and clearly established duties; no decision-making/leadership involved.

II. Some special skills required; low level of accountability; some decision-making may be required; may involve some supervisory tasks (for instance, supervising students from level I).

III. Require special skills, knowledge, ability, and training. Leadership and decision-making involved; may require a certain level of confidentiality and independent work; supervising students at levels II and I. Increased level of accountability.

IV. Requires highly specialized/advanced skills, knowledge, and training. Works with low level of supervision; high accountability; job may require a high level of confidentiality; high degree of mental activity; may involve a great deal of supervisory work (i.e. supervising students at levels I, II, and/or III).

The following guidelines are recommended for a pay raise at the beginning of the year. After a positive evaluation, an increase in pay to the next step within the first grade for a student working in the same position is fair. After $9.00, increases should be completed at quarter increments. An employer must submit a Student Pay Rate Change Card to the SEO in order for an employee to receive a raise via the SEO website at www.oberlin.edu/student-employment, then click on the ‘Submit a Rate Change Card electronically’. 