

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

Recommended Payment Matrix Guide:

In order to establish fairness and consistency in student hiring, it is highly recommended that all employers use the following matrix level system when hiring students: this matrix will be re-evaluated in January of 2024 if the state increases the minimum wage.

Matrix Level	Minimum Pay Rate	Grade
I	\$10.10	3
II	\$10.25	
III	\$10.50	
IV	\$10.75	

A student job is assigned a 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

Step 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 for a student working in the same position is fair. After \$10.25, increases should be completed at quarter increments. An employer must submit a Student Pay Rate Change 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'.

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STUDENT PAY GRADES			
Pay Grade	Step	Hourly Rate	Note
3	1	\$10.10	State Minimum Wage
	2	\$10.25	
	3	\$10.50	
	4	\$10.75	
4	1	\$11.00	
	2	\$11.25	
	3	\$11.50	
	4	\$11.75	
5	1	\$12.00	
	2	\$12.25	
	3	\$12.50	
	4	\$12.75	
6	1	\$13.00	
	2	\$13.25	
	3	\$13.50	
	4	\$13.75	

**Exception to this table: contracted students paid on a stipend schedule.*