

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 2020 if the state increases the minimum wage.

Step Level	Minimum Pay Rate	Grade
I	\$8.55	1
II	\$8.75	
III	\$8.85	
IV	\$8.90	

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'.