

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 2017 if the state increases the minimum wage.

Grade Level	Minimum Pay Rate	Maximum Pay Rate
I	\$8.10	Employer's discretion
II	\$8.20	
III	\$8.30	
IV	\$8.40	

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. **MINIMUM STARTING WAGE:** \$8.10 / hour
- 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). **RECOMMENDED STARTING WAGE:** \$8.20 / hour
- 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. **RECOMMENDED STARTING WAGE:** \$8.30 / hour
- 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). **RECOMMENDED STARTING WAGE:** \$8.40 / hour

The following guidelines are recommended for a pay raise at the beginning of the year. After a positive evaluation, a \$0.05 to \$0.10/hour increase in pay for a student working in the same position is fair. 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/studemp/, then click on the 'Submit a Rate Change Card electronically'.