

2023-24 MSUM **Undergraduate** Student Employee Wage Grid

This grid serves as a guide for selecting starting wages for **undergraduate** student employees.

- **All** departments at MSUM employing undergrad students are required to pay them no less than \$13 an hour starting the first pay period in August, 2023. Departments may increase their wages at any time prior.
- If graduate students are hired for undergraduate level positions, this grid should be used to set the hourly wage.
- The maximum wage for undergraduate students is \$17/hr. Dean/VP approval for wages of \$16/hr or more for undergraduate student employees is required.
- The flexibility of this grid allows for supervisors to grant raises as they see fit, typically for length of time employed with the department and/or quality of work.

	Minimum Hourly Wage	Required Experience	Skill Level	Supervision	Example Position Title
Undergraduate Student Employee Level I	\$13.00	Position requires no previous work experience, specialized training, classroom experience, or community/campus involvement.	This position requires basic professional skills such as communication, customer service, organization, and time management. Responsibilities range from simple to moderate levels of difficulty and require little independent judgement, analysis, or decision-making skills.	This position is closely supervised.	Office Assistant, Front Desk Assistant
Undergraduate Student Employee Level II	\$13.50	Position requires some previous work experience, specialized training, classroom experience, or community/campus involvement.	This position requires basic professional skills such as communication, customer service, organization, and time management. Responsibilities are moderately complex, and this position routinely deals with a high-volume of tasks. Uses independent judgement to solve problems.	Some direct and indirect supervision is provided.	Student Specialist, Learning Assistant, Academic Assistant
Undergraduate Student Employee Level III	\$14.00	Position requires previous work experience, specialized training, classroom experience, or community/campus involvement as well as specialized skills directly related to the position.	This position requires moderate professional skills such as communication, customer service, organization, and time management. Responsibilities are complex. Also requires initiative and excellent decision-making skills.	Works independently with little to no supervision. May train/assist in supervision of other student employees.	Student Manager, Student Supervisor

This grid will be reviewed and updated annually.

For additional information, visit <https://www.mnstate.edu/cost-aid/business-services/student-payroll/> or email studentpayroll@mnstate.edu

2023-24 MSUM Graduate Student Employee Wage Grid

This grid serves as a guide for selecting starting wages for graduate student employees.

- **All** departments at MSUM employing graduate students are required to pay no less than \$15 an hour starting the first pay period in August, 2023. Departments may increase their wages at any time prior.
- If graduate students are hired for undergraduate level positions, the undergraduate student employee wage grid should be used to set the hourly wage.
- The maximum wage for graduate student employees is \$20/hr. Dean/VP approval for wages of \$18/hr or more for graduate student employees is required.
- The flexibility of this grid allows for supervisors to grant raises as they see fit, typically for length of time employed with the department and/or quality of work.

	Minimum Hourly Wage	Required Experience	Skill Level	Supervision	Example Position Title
Graduate Student Employees	\$15.00	Position requires completion of bachelor's degree and admission to a MSUM graduate program. Position requires previous work experience, specialized training, classroom experience, or community/campus involvement and may require specialized skills directly related to the position.	This position requires exceptional professional skills including strong written and oral communication, judgement and decision-making abilities, organization and time-management, initiative, approachability and customer service, and maturity. Must be able to navigate technology and be able to work independently and as part of a team. Students are required to manage their on-campus employment and graduate coursework while maintaining satisfactory academic progress.	Works independently with minimal to no supervision. May provide direct supervision to undergraduate student employees.	Graduate Assistant, Graduate Teaching Assistant, Graduate Research Assistant

This grid will be reviewed and updated annually.

For additional information, visit <https://www.mnstate.edu/cost-aid/business-services/student-payroll/> or email studentpayroll@mnstate.edu

This guide serves as a guide for supervisors to determine wage increases for student employees based on tenure and merit.

- While not required, it is highly encouraged that all student employee supervisors implement informal or formal reviews of their student employees. These reviews can be used to help supervisors justify raises to their student employees' hourly wages. See Appendix A for sample evaluation form.
- As a reminder, starting in August 2023, undergraduate student minimum wage starts at \$13/hr and graduate student minimum wage start at \$15/hr
- The maximum wage for undergraduate students is \$17/hr. Dean/VP approval for wages of \$16/hr or more for undergraduate student employees is required. The maximum wage for graduate student employees is \$20/hr. Dean/VP approval for wages of \$18/hr or more for graduate student employees is required.

	Amount of Wage Increase	Rationale
Wage Increase Step 0	\$.00	Student remains in their role for more than one semester and review is primarily "needs improvement", but they are committed to improving in areas that need improvement.
Wage Increase Step 1	\$.10	Student remains in their role for more than one semester and review is a mixture of "needs improvement" and "meets/exceeds expectations". Student is committed to improving in areas that need improvement.
Wage Increase Step 2	\$.25	Student remains in their role for more than one semester and review is primarily "meets/exceeds expectations" OR student remains in their role for more than one semester and has taken on additional responsibilities.
Wage Increase Step 3	\$.50	Student remains in their role for more than one semester and review is primarily "exceeds expectations" AND has taken on additional responsibilities.

The evaluation process is an important part of the student's development. Please use this form as a basis for discussion and feedback with your student employee. Be sure to provide a copy of the completed review to your student.

Annual ☐

1. List what you consider to be the student's primary job duties or assignments at this time:
2. Describe contributions, achievements or improvements made by the student during the past review period:
3. Describe any specific changes, improvements, or goals desired of the student's performance in the next evaluation period:

Rating Scale

All Core Competencies may not apply to each student, therefore, if a category cannot be rated objectively, please select “Not Applicable”.

Rating Scale	
Exceeds Expectations (EE)	Consistently goes above and beyond what is required
Meets Expectations (ME)	Consistently meets the requirements of the job
Needs Improvement (NI)	Job performance is inconsistent or inadequate

Core Competencies/ Performance Standards	Exceeds Expectations (EE)	Meets Expectations (ME)	Needs Improvement (NI)	Not Applicable (N/A)
Knowledge of Job Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability: Reliable. Efficiently, accurately, and thoroughly completes tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance: Regularly arrives to shifts on time and communicates with supervisor when unable to make their scheduled shift.		<input type="checkbox"/>	<input type="checkbox"/>	
Initiative: Ability to act independently, is responsible and resourceful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking: Makes appropriate decisions and overcomes problems. Seeks out and is able to interpret knowledge, facts and data as related to job. Creative and resourceful solutions to challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Expresses thoughts and ideas clearly and effectively in written, oral, and non-verbal communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism: Demonstrates personal accountability and effective work habits including punctuality, productivity, workload management. Ability to learn from mistakes and accept critical feedback. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork: Builds and maintains collaborative relationships with colleagues and customers. Able to work in a team structure and manage conflict. Teamwork should be effective and efficient, valuing diversity in its many forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equity & Inclusion Interacts with people of other cultures, identities, and abilities with sensitivity, respect, and self-awareness.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career & Self-Development: Identifies and translates strengths, skills, knowledge, and experiences relevant to position.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Student Employee Performance Review Guiding Points

The following questions should be provided to the student to complete prior to their performance review. This section is to be completed by the student.

Career Development

1. What is your expected Graduation Date?
2. What is your current major/career field?
3. Where do you want to be in two years? Five years? How can this job better prepare you for your career choice after college?
4. Your strengths include:
5. What areas do you need to develop to meet your goals? What areas within this position could support this?
6. What are you learning or do you hope to learn from this position?
7. As your supervisor, what can I do to help you perform better?
8. What do you like about this position and what is not working for you and how can we improve it?

Feedback

1. As your supervisor, what can I do more of or less of to better support you as a student and employee?

Student Employee Signature

Date

Supervisors Signature

Date

