

Title: Miami Business School Student Employment and Compensation Policy

Effective Date: 11/01/2018

Purpose: This policy is being enacted to provide guidance and to assure equitable and fair treatment in the establishment of student employment wage rates across the Miami Business School.

Policy: The Miami Business School will follow established university guidelines/policies for student employment. As a general rule, student wage rates at MBS will fall into the following grades:

1. General office and administrative work – undergraduate student: \$8.25 - \$10/hour
2. Specialized, technical work – undergraduate student: \$10 - \$12/hour
3. General administrative work – graduate student: \$12/hour
4. Specialized, technical work – graduate student: \$12 - \$15/hour

Exceptions to these student wage rates may be granted for positions requiring exceptional skills and or experience.

The University's student compensation classification and rates are as follow:

The Student Employment Job Levels pertains to students paid on an hourly basis at the University of Miami. Whether Federal Work Study (FWS) or Student Assistant program, student employees with the same duties and responsibilities should be compensated within the same job level and pay rate category for the job performed. Offices/Departments must maintain a job description for each and every student employment position. In situations where more than one student is hired for the same job duties and responsibilities (pool position), it's acceptable to develop and maintain one job description. Changes made in job descriptions after positions are filled must be documented in an updated job description.

The hiring department determines pay rates after a careful review of the skills and responsibilities required to perform the job duties. JobX posting procedures include a pay rate worksheet to facilitate establishing appropriate pay rate. Pay levels listed below incorporate degrees of skills, responsibility, and experience and serve as a guideline to establish equitable pay rates across all university departments. In addition, the hiring department may take into consideration the particular student skills, proven job performance, conditions of employment, available pool of students and department needs when establishing a pay rate. The Office of Student Financial Assistance and Employment understands and respects the departmentalized nature of employment at UM. However, in some instances, it will request additional information and/or require a more appropriate pay rate.

Student Employment jobs are part-time and temporary in nature and as such, pay rate increases are not mandatory. However, recognizing student employees for good performance (merit), length of job assignment (seniority), exceptional work behavior and/or increase job expectations (experience) is highly suggested. Departments devise pay raise schedules as their budgets allow, as long as there is documented consistency and fairness in their pay increase practices. In addition, supervisors should recognize that a pay increase is a great incentive for employee satisfaction and

job retention. The following job levels are guidelines for departments when determining student pay wages.

Pay Levels serve as guidelines to departments and have been established to maintain fairness and reasonable pay equity for all student employees. As in all competitive job markets, budgets, special demands and other unquiet circumstances, may influence a department's hourly rate offer.

Level	Hourly Pay Range	Description
A	\$8.25 - \$9.00	Entry level positions. Basic clerical, reception and/or office duties. Minimum experience or training required.
B	\$9.01 - \$10.00	Responsibilities require some previous experience or training. Moderate to minimum supervision is provided.
C	\$10.01 - \$12.00	Responsibilities require significant training or experience. Students work with little day to day supervision.
D	\$12.01 - \$15.00	Responsibilities require advanced training and/or certification, extensive or specialized knowledge.
E	\$15.01 and above	Special approval from the Director of Student Employment is required.