

## STUDENT Rate or Class Assignment

Name \_\_\_\_\_ Andrews ID # \_\_\_\_\_ Effective Date \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Action  New Employee  Additional Position  Merit Raise  
 Evaluation Included?  Yes  No  
*Evaluation Required for Merit Increases*

Recommended Rate\* \_\_\_\_\_ Recommended Grade Level\* \_\_\_\_\_  
*Subject to Compensation Analyst's Review* *Subject to Compensation Analyst's Review*

Hours Per Week 

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Signed \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_  
 (Department Head or Supervisor)

Fund	Org	Account	Program	Activity																									
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**Human Resources Use Only**

Visa Type \_\_\_\_\_ Employee Class ZR Home Org # \_\_\_\_\_  
 # Credit \_\_\_\_\_ Check Dist# \_\_\_\_\_ Position # \_\_\_\_\_  
 HR Approval \_\_\_\_\_ Timesheet Org # \_\_\_\_\_ Wk Comp \_\_\_\_\_  
 Date \_\_\_\_\_ Entered in Banner \_\_ Date \_\_\_\_\_

Updated: 12/25/2006

\* For guidelines on wage rate and grade level, please see page 2.

# Andrews University Student Remuneration Pay Rates, Job Classifications & Descriptions

## Fiscal Year 2008

LEVEL	(Min)1	2	3	(Mid)4	5	6	(Max)7
<b>A</b>	\$7.15	\$7.23	\$7.32	\$7.40	\$7.48	\$7.57	\$7.65
<b>B</b>	\$7.40	\$7.50	\$7.60	\$7.70	\$7.80	\$7.90	\$8.00
<b>C</b>	\$7.70	\$7.92	\$8.13	\$8.35	\$8.57	\$8.78	\$9.00
<b>D</b>	\$7.90	\$8.33	\$8.77	\$9.20	\$9.63	\$10.07	\$10.50
<b>E</b>	\$8.00						

### Level A

*Majority of student workers* fall under this classification. Few special skills and require *little or no previous training or work experience*. A minimum amount of training is necessary to prepare the employee for work. Employment is generally supervised and jobs are often of a *routine* nature requiring little decision-making outside of the job guidelines.

All general office clerical positions, basic grader, cashier, custodial, food service worker, laboratory assistant, library assistant, telephone operator.

### Level B

These positions usually require *some previous training, experience, or knowledge, as well as some mechanical ability, or mental activity*. The work performed is sometimes routine and may receive *some supervision*. Employees may be a lead worker or act as supervisors of students of Level A positions. The work may involve physical exertion or unpleasant conditions.

Lead workers, grounds attendant, premium shift custodial & food service worker & library assistant, public safety officers, tutor, van driver

### Level C

*Previous training or experience, independent judgment and considerable mental activity* are generally required. Some college education or comparable experience is often necessary. The work may include responsibility for the safety of persons or property. Employees may act as supervisors of students in Levels A and B. The work may involve an important function of a departmental operation.

Student managers, farm equipment operator, graphic artist, musician, photographer, web designer, writer

### Level D

Intended for *internships, graduate research/teaching assistantships or other highly skilled* student jobs. Positions at this level require specialized skills and experiences.

Graduate teaching and research assistant, internships, technical writer

### Level E Special Pay Rates By Permission Only