

## Office of Financial Aid Federal Work Study Pay Scale Guidelines

This form will help you document, establish, or modify your Federal Work-Study pay scale. The categories and positions listed in the form are established by the Office of Financial Aid. If you need to make adjustments please contact the FWS Coordinator by email (Harrison Fowler: hfowler@ndm.edu) or phone (Ext: 5749) before making any changes. If you plan to pay any students above or below the estimated salary scale listed below it must be approved by the financial aid department first. No students can earn below the minimum wage requirement of \$9.25 per hour. To determine where an employee would fall within the four salary categories, guidelines are listed below.

### PAY RANGES

Pay Profile 1-C  Min. 9.25 Max. 9.50	This is the entry level for any new student worker. All incoming 1 <sup>st</sup> year students will probably fall into this profile unless they are community service workers (tutors only). This position consists of routine tasks with minimal responsibility. The department can determine how much the student will be paid based on the skills the student currently have.
Pay Profile 2-C  Min. 9.50 Max. 9.75	This employee has the experience and knowledge necessary to master most of the duties related to the job in an independent manner. Special instruction may be necessary for some aspects of these positions, but most students will have worked in the same office the previous year. Students who worked before but are new to another office may also fall into this category because of skills acquired from previous employment.
Pay Profile 3-C  Min. 9.75 Max. 10.00	Students who have worked in the same department for at least two or three years would fall into this category. Any student who has previous on campus employment for at least two years would also fall into this category. These students should have advanced technical knowledge and experience. Little direct supervision required and their duties may involve training of others
Pay Profile 4-C/1-T  Min. 10.25 Max 11.00	The employee is continuously producing results that are well above the requirements of the job. Students in this category may have worked in the same department or hold previous on campus employment for at least three years, they may have received specialized training and their duties may involve overseeing projects and other student workers. Other students who fall into this category are CAUS, GRAD and tutors.

**\* ALL WAGES MUST BE APPROVED BY THE FINANCIAL AID OFFICE BEFORE HIRING PAPERWORK IS COMPLETED BY HR FOR THAT STUDENT. WAGES ARE DETERMINED BY THE DEPARTMENT SUPERVISOR.**

**IF A STUDENT WAS WORKING IN A DEPARTMENT AND MOVES TO ANOTHER DEPARTMENT FOR ANY REASON THE OFFICE OF FINANCIAL AID MUST BE NOTIFIED IN WRITING ABOUT THE TRANSFER TO DETERMINE IF THE CURRENT PAY RATE WILL REMAIN THE SAME.**

**ALL DEPARTMENTS ARE RESPONSIBLE FOR TRACKING THE EARNINGS OF THEIR STUDENT WORKERS. ANY STUDENT EARNING WAGES ABOVE THE INITIAL AWARD AMOUNT WILL BE REMOVED FROM THE WORK-STUDY PAYROLL AND IT WILL BECOME THE RESPONSIBILITY OF THE DEPARTMENT TO ABSORB THE FULL AMOUNT OF THAT STUDENT'S SALARY.**