



## Hourly Student Compensation Grades

*\*As of **July 1, 2020**: District of Columbia Minimum Wage: **\$15.00***

**ST.01 – Novice** – – – – – \$15.00 to \$16.25 per hour

**ST.02 – Skilled** – – – – – \$15.50 to \$18.25 per hour

**ST.03 – Highly Skilled** – – – – – \$17.50 to \$21.00 per hour

Compensation Grade should be assigned by the supervisor based on the required skills and prior experience of the individual hired into the position, the level of supervisory oversight needed, and the type of work performed. After the appropriate Grade has been determined, the supervisor assigns a wage for the hire that falls within the range listed for the Compensation Grade. It's usually best to start at the lower end of the range, leaving room for pay increases over time (*e.g. for good performance or additional years of experience*).

**It is the responsibility of the hiring department to ensure equity among the wage rates of hourly student employees in their department who are doing similar work.**

### **ST.01 – Novice \$15.00 to \$16.25 per hour**

For students hired into Compensation Grade ST.01, no experience, technical knowledge, or previous training is required. Positions in this grade are those that perform routine/repetitive tasks with minimal responsibility. Where applicable, positions may require demonstrated ability to successfully interact with the public. Student employee works in a well-supervised setting and training is provided.

### **ST.02—Skilled \$15.50 to \$18.25 per hour**

For students hired into Compensation Grade ST.02, moderate to substantial experience, technical knowledge, or previous training is required. Student employee must demonstrate the ability to learn new tasks and work independently with moderate supervision and limited training. Student must possess a high level of competency or fluency with a specialized skill. Previous work experience at a lower level within the same department or functional area may be required. These positions may involve supervision, training, and/or tutoring of others.

### **ST.03—Highly Skilled \$17.50 to \$21.00 per hour**

For students hired into Compensation Grade ST.03, in addition to the qualifications and scope of work associated with Grade ST.02, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training or certification. The student may be expected to manage research, analysis, publication, instruction, or other special projects or activities of significant scope. Students will many times be expected to work responsibly and on their own with little or no supervision and training.

***\*\*\*Hourly student wages above \$21.00 per hour require a Wage Justification and must be approved by the Student Employment Office in advance of the hire being processed.***