

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Student Employment

NUMER: 4:6

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Office/Contact: Human Resources

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1. Purpose

This policy sets forth the process for student employment at Black Hills State University.

2. Policy

- a. Black Hills State University has established a student employment wage scale to help maintain equitable hiring practices across the University. BHSU's policy is to compensate these services using the salary schedule below. The schedule provides wage ranges for different levels of responsibility without dictating specific pay rates for each job. The schedule reflects the Federal and State minimum wage; differing knowledge, skills, and abilities; and to the degree feasible, the market demand for the area. This schedule will be modified to reflect any future changes in Federal and State wage scales.
- b. The Office of Human Resources is responsible for the classification of student jobs. The Pay Classes are designed to compensate students for special knowledge, skills, and abilities required for a particular position. At no time may a student's pay rate exceed the maximum of the Pay Class, except in Pay Class III, and only with the approval of the respective Administrative Team member and the Vice President for Finance & Administration.
- c. When students move from one position to another, the rate earned will fall within the Pay Class of the position to which they are transferring.
- d. To ensure equal pay for equal work, all student employees shall be paid according to the rates listed regardless of the source of funds from which they are paid.

- i. Compensation for student employees beyond the maximum per hour rate in Pay Class III will only be authorized with the approval of the respective Administrative Team member and the Vice President for Finance & Administration for extraordinary circumstances where expertise and the labor supply require higher rates. The wage rate must be appropriate and reasonable in light of such factors as type of work performed and the proficiency of the employee.
  - ii. Pay Class IV is reserved for those cases where Black Hills State University is participating in a program involving outside entities at predetermined hourly rates. Wages above the maximum of Class IV require mandate by University or Board policy (Life Draw Models & Technology Fellows) or explicit approval by the Vice President for Finance & Administration.
- e. Balancing work and responsibilities to the student's academic program is paramount in determining the student's work schedule. When students are employed by more than one department on campus, it is the responsibility of those departments to coordinate both hours worked and student earnings. In the rare circumstance where the student works more than 40 hours per week, the departments will share the overtime cost, the payment for which is required by federal law.
- f. Student employment is a large part of the learning process and creating meaningful work experiences for students on campus is a key element in an overall strategy designed to foster student achievement & success. Empirical research suggests that students who work 20 hours or less a week on campus report higher levels of engagement. Student employees also benefit from feedback regarding their performance and its relationship to the department's goals and mission. Wage increases at the beginning of each academic year are encouraged to recognize the students' contributions to the mission of the department and to encourage employment retention. Departments are encouraged to use objective criteria in determining the increase. Either a percent increase or a set amount (\$0.25/hr. or 3% is typical but is not mandated) is acceptable.

3. Procedures

- a. Supervisors who wish to create or fill a student labor position must contact Human Resources for the evaluation and classification of the position into the appropriate Pay Class. Classification should be determined prior to the time of the job listing and must be completed before a student is interviewed or selected for the position. Once a position has been established, it will be assigned a position number. In general, a position will be reviewed prior to the start of each academic year at the request of a department. The student labor position will exist until the department requests that it be eliminated.
- b. Departments will continue to seek approval for spending through the use of a Student Work Authorization or ePAF.
- c. In the event that a department plans to work a Federal Work Study (FWS) student in excess of their FWS award, they must identify, in advance, the source of additional funds on an ePAF, which will transfer the student to an Institutional Work Student position. Any budgetary transfers from Operating Expenses (OE) to student labor lines must be approved by the corresponding Administrative Team member and the Vice President of Finance & Administration. Requests for supplemental funding for student labor should be routed through the appropriate Dean or Director and then Administrative Team member.
- d. Following are hourly wage ranges and classification descriptions for the four student wage classifications. Some examples of jobs that fall into various classifications are included in the table below. Wage rates for the classifications are subject to change due to increases in the Federal or State minimum wage.
- e. Student Employee Compensation Plan

		Hourly Rate	
Class	Description/Qualifications		
I	Performs work of a routine or average nature under direct or limited supervision. Requires little decision-making. Includes data entry, basic clerical, general labor, custodial and grounds assistants.	Entry	\$10.00
		Max	\$13.00



individual to work independently, completing work that requires discretion, independent judgment, and latitude in decision-making.

Pay	Class Examples
Class I	<ul style="list-style-type: none"> <li>• Routine clerical work such as filing, incidental typing, operating office machines, mail sorting, answering telephones</li> <li>• Library assistant</li> <li>• Salesclerk, ticket sales</li> <li>• Printing Assistant</li> <li>• Custodial work such as dusting, sweeping, mopping, emptying wastebaskets</li> <li>• General grounds work such as weeding, planting flowers, lawn mowing</li> <li>• Science lab assistants</li> <li>• Computer lab assistants</li> </ul>
Class II	<ul style="list-style-type: none"> <li>• Supervisor of student workers in Class I</li> <li>• Clerical work involving complex procedures</li> <li>• Web Design Assistant</li> <li>• Network Computer Services Student Technician</li> </ul>
Class III	<ul style="list-style-type: none"> <li>• Supervisor of student workers in Class II</li> <li>• Research Assistants</li> <li>• Senior Network Computer Services Student Technician</li> <li>• Student interns</li> <li>• Tutors</li> </ul>
Class IV	Student Technology Fellows

4. Responsible Administrator

The Director of Human Resources is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 9/23/2021.