

PAY RATE RANGES AND JOB CLASSIFICATIONS

The pay rate schedule is based on a classification system with three classification levels. Supervisors must assign pay rates that fall within the ranges stipulated on the [Pay Rate Ranges and Job Classifications Form](#). It is recommended that employers start a new employee at the lower range to allow for salary increases as a student remains in your employ. Students may not be paid more than the highest pay rate in their classification. In order to move to a higher classification, the student's responsibilities must significantly increase. A new Clearance Form must be obtained from the Office of Student Financial Aid if a Work-Study student is assigned to a higher classification. The completed Clearance Form must be returned to the Office of Student Financial Aid immediately to avoid a hold being placed on the student's paycheck.

Annual salary raises are recommended for student employees who continue working for the same employer in consecutive years. Raises are usually given on the student's anniversary date. A Work-Study student who receives a raise after the submission of the first Clearance Form must obtain a new Clearance Form from the Office of Financial Aid if the student moves from one job classification to another. For example, a student who moves from Class 1 to Class 2 because of a significant change in duties needs to complete a new Clearance Form.

<http://www.sfsu.edu/~finaid/newjobclass.html>

**PAY RATE RANGES
AND JOB CLASSIFICATIONS
Effective April 14, 2008**

Class I:

\$8.50 - \$10.50

KEY CHARACTERISTICS: Basic to moderate skills, knowledge or training, routine - moderately difficult tasks.

With close to moderate supervision, perform tasks which requires minimal to moderate training. The work can be routine, involving simple clerical and/or manual tasks to work of a semi-complex nature that may require limited degree of independent judgement or decision-making. Subject matter can be routine and non-technical or varied. If required, physical exertion is light to moderate. Skills, training and experience required can range from little to a moderate degree and can be technical or administrative.

Class II:

\$9.25 - \$12.25

KEY CHARACTERISTICS: Semi-advanced to advanced skills, knowledge from prior experience, specialized knowledge or extensive training, independent judgement or decision-making; difficult to complex tasks.

With minimal to little direct supervision, performs tasks requiring prior experience or moderate to extensive training. Job responsibilities range from semi-complex to complex in a wide range of problem solving situations. Independent judgement and or decision-making is characteristic. If applicable, physical exertion may be moderate to heavy. Work may be done at a para-professional level.

Class III:

\$11.25 - \$17.26

KEY CHARACTERISTICS: Advanced skills, specialized knowledge or extensive training; independent judgement or decision-making; complex tasks.

With no direct supervision, perform tasks which require prior experience or training. Job responsibilities are complex and require the application of specialized skills or experience in a wide range of problem-solving situations. Independent judgement, discretion and/or decision-making is characteristic. Ability to meet deadlines and to work under pressure. If applicable, physical exertion may be heavy. Work may be done at the para-professional level.

<http://www.sfsu.edu/~finaid/newclasswork.html>