

RED ROCKS COMMUNITY COLLEGE

STUDENT COMPENSATION MATRIX

AND HIRING GUIDE

2019	TIER I	TIER II	TIER III
LEVEL I	\$11.10	\$11.35	
LEVEL II	\$11.50	\$11.75	\$12.00
LEVEL III	\$12.00	\$12.25	\$12.50
LEVEL IV	\$12.50	\$12.75	\$13.00

pay matrix validity subject to legislative changes and minimum wage rules

Red Rocks Community College approaches student employment with the good-faith philosophy that campus work should be of great benefit to both our students and the institution. We believe that fairly compensated, scholastically focused work can increase engagement and expedite skill development while improving retention and student success. The limits of this matrix also reflect our conviction that student employment should complement a student’s educational goals without replacing them or unduly extending a student’s tenure with the college.

The **pay level** for a given position is determined by the position duties and minimum qualifications. Any position listed as level III (or above) requires the approval of the Human Resources office. The decision to hire a student employee is subject to available budget and the approval of an org owner as well as the Human Resources Office.

An employee becomes eligible for a **tier level** increase once per academic year (having worked an entire fall and spring semester), contingent upon supervisory recommendation. If an employee begins a new position outside of the department and type of work in which they had received a previous tier increase, their rate will revert to the tier I rate in the new position. A student will carry their level and tier across calendar years and will inherit whatever pay level increase is indicated by the student compensation matrix.

General description of levels:

Level I – Entry-level position, great for employees with little or no work history. Position is closely supervised while working. Position has no access to sensitive information and is not given substantial responsibility. Employee is not expected to make decisions independently. Customer service duties are conducted under supervision.

Example positions: Clerical Assistant I, Lab Assistant I, Grounds, Utility Worker, Data Entry Assistant I, Shop Assistant I, Student Life Assistant I. etc.

Level II – Position may require some outside work experience in the field. Position is supervised, though may work independently. Position may represent the department in basic customer service communications within the college. Position may work with expensive equipment or sensitive information and is aware of FERPA and all other pertinent regulation. Customer service duties are usually conducted under supervision.

Example Positions: A.V. Assistant, Clerical Assistant II, Utility Worker II, Lab/Shop Assistant II, Student Ambassador, Financial Aid Assistant, etc.

Level III – Position requires outside work experience in the field, applicable education and/or a skill-set commensurate with increased expectations associated with Level III positions. Position regularly acts as a customer services representative in the department, within the college and to some outside entities. Position requires independent work with consistent access to a supervisor. Position takes on a limited leadership role among other student employees in the department. Employee works with expensive equipment or sensitive information and is aware of equipment handling/operational procedures, FERPA rules and all other pertinent regulations. Customer service duties can be conducted independently and competently. New Level III employees will be reviewed by the human resources office to confirm level eligibility.

Example positions: IT Shift Leader, Lead Student Ambassador, Utility Shift Leader, Financial Aid Shift Leader, etc.

Level IV – All requirements of Level I, II and III positions are applicable to Level IV positions. Position requires substantial outside work experience in the field, applicable education or an advanced skill-set commensurate with increased expectations associated with Level IV positions. Position regularly and independently acts as a customer services representative in the department, within the college and to some outside entities. Position has regular access to a supervisor, but can work independently. Position may require independent leadership of other student employees to include schedule making and small project coordination. Position requires independent, consequential decision-making. Position expertly works with expensive equipment or sensitive information and is skilled in equipment handling/operational procedures, FERPA rules and all other pertinent regulations. Position requires substantial special skills. New Level IV incumbents will be reviewed by the human resources office to confirm level eligibility.

Example Positions: Shop Monitor, Advanced Office Support, Lab Specialist, Multimedia Production Assistant, Videographer I, America-Reads Program, etc.



Hiring an individual at the level III or IV rate requires review by the Human Resources office and VP approval.

Established student positions*:

- Audio/Visual Assistant
- Lab/Shop Assistant
- Student Voice
- Data Entry Assistant
- Clerical Assistant
- Library Assistant
- Utility Worker
- Student Ambassador
- Computer Lab Assistant
- Student Life Assistant
- Tutor

*Position descriptions not required for established positions, level I or II.

Student Position Title Key, 2018:

Effective Date:	03-JAN-2017	
Personnel Date:	03-JAN-2017	
Status:	Active	
Title:	WS-AC Comp Lab Assistant II-I	

<u>Type of employment</u>	<u>Department</u>	<u>Title</u>	<u>Level</u>	<u>Tier</u>
SH – Student Hourly	2 or 3 Letter abbreviation	Custom or Established	I - IV	I - III
WS – Work-study			Based on Duties	Based on Merit/Time