Hourly Student Wage Scale – effective 12/16/13

Campus Recreation uses a student employment classification system based on the University Human Resource guidelines to organize its student employment opportunities. Within each level there is opportunity for different levels of pay which are based on merit and length of employment. These steps were developed by Campus Recreation (CREC) to provide structure and fairness throughout the department.

**Student Employee Level 1**
- Performs basic tasks that are repetitive in nature and with moderate level of supervision.

**CREC Wage Scale:** $9.10 to $10.50

**CREC Positions:** CREC does not have any positions that fit this category

**Student Employee Level 2**
- Work performed requires a combination of basic skills and knowledge.
- Minimal to moderate supervision required.
- Requires some developed skills such as operation of office equipment, reconciliation, using software, small equipment or machinery operations, and/or interaction with the public.

**CREC Wage Scale:** $9.20 to $12.00

**CREC Positions:** Office Assistant, Fitness Staff, Facility Services Staff, Inclusive Rec Monitor, Accounting Assistant I

**Student Employee Level 3**
- Requires technical and/or analytical skills to do specialized work of a professional nature.
- Minimal level of supervision is required.

**CREC Wage Scale:** $9.60 to $13.00

**CREC Positions:** Referee, Climbing Center Attendant, OdP Equipment Specialist, Member Services Assistant, Graphic Designer, Web and Social Media Specialist, Video Production Specialist, Accounting Assistant II, Lifeguard, Kayak Session Monitor, Student Maintenance Staff

**Student Employee Level 4**
- Acts as a lead or supervisor to other student employees.
- Work is analytical, technical, and/or highly skilled and takes on the responsibilities of a professional staff member in their absence.
- Works with little to no supervision.

**CREC Wage Scale:** $10.15 to $14.00
CREC Positions and Pay Rates:
Head Lifeguard, Rec Sports Supervisor: $10.15 to $14.00
Student Building Supervisor: $10.40 to $14.00
Lead Office Assistant: $10.15

Student Employee Level 5
- Performs para-professional level work.
- In the absence of professional staff, will provide leadership to the program or service area.
- Performs at least 2 of the 3 duties listed below throughout the year:
  - Supervise student staff to include hiring, training and evaluation.
  - Coordinate the efforts of multiple groups or individuals.
  - Coordinate special events and/or projects.
- Participate in all aspects of the Student Coordinator Leadership Series including attending required workshops. More information found here: [http://www.pdx.edu/recreation/campus-rec-student-coordinator-leadership-series](http://www.pdx.edu/recreation/campus-rec-student-coordinator-leadership-series)

CREC Wage Scale: $10.70 - $15.25

CREC Positions: All Student Coordinators

Instructors/Trainers
- Performs work requiring training of a professional nature.
- Requires national level of certification/endorsement from a sanctioned organization.
- Works with little to no supervision.
- Position requires an extensive amount of preparation outside of scheduled hours.

CREC Wage Scale: $12.60 to $17.10

CREC Positions: Fitness Instructor, Personal Trainer, Safety Instructor, Aquatics Instructor

New Employees
If the employee is not starting at the base rate the supervisor must submit sufficient documentation explaining qualifications, such as extensive previous experience, trainings or certifications that justify the starting rate. The hiring manager should send documentation via email to his/her supervisor on the CREC Leadership Team and cc: the Administrative Program Assistant.

Merit Increases

Exceptional Performance Merit Increase
Employees who show exceptional performance are eligible for up to a $.20 raise at any
time after 10 weeks of employment. This is a one-time increase reserved for the top 20% of a program or service area staff. The hiring manager should send documentation via email to his/her supervisor on the CREC Leadership Team and cc: the Administrative Program Assistant.

**Annual Merit Increase**
An employee who demonstrates full competence of day-to-day operations, serves as a role model for new or current staff and receives a favorable evaluation is eligible for up to a $.25 raise after a minimum of 12 months employment within the same position. The hiring manager should send the SPIRIT evaluation with raise information to the Administrative Program Assistant no later than the pay period in which the increase goes into effect.

*If a student employee moves to a lateral position his/her annual merit increase will be taken into consideration on a case by case basis.*

**Additional Considerations**
An hourly student employee cannot exceed the high end of the wage scale in each level even if he/she is eligible for a raise.

Student employees who are eligible to receive minimum wage increases will receive the adjustment on January 1st each year.

Hiring supervisors interested in re-classing a position or creating a new position should send documentation via email to his/her supervisor who will bring the information to a CREC Leadership Team meeting for discussion and decision.