

ST. MARY'S UNIVERSITY
POLICY TYPE: Human sources

POLICY TITLE: Student Wage	POLICY NUMBER: 4.D - 2013
APPROVAL DATE: November 2019	DATE REVIEWED: November 2019
RESPONSIBILITY: Human Resources	AUTHORIZATION: Executive Team

Overview

St. Mary's University is committed to providing meaningful opportunities for student employment on campus at fair and equitable wage rates. Students have many local employment opportunities. In setting the wage rate and working conditions, St. Mary's seeks to be an employer of choice for students and is committed to a slight premium over and above the Provincial minimum wage rate.

Eligibility

All Student positions across St. Mary's University.

Guidelines & Procedures

To assist in being market competitive, St. Mary's University is committed to ensuring that student wage rate set at a premium of 2.5% over the Provincial minimum wage rate. Wage rate shall be reviewed annually, and in the event of a change to the Provincial minimum wage rate, to ensure it remains fair and equitable.

The student wage rate shall apply equally to all student positions across campus for student positions.

Where students are hired for positions based on specific qualifications or expertise, an appropriate wage rate may be set to ensure competitive wages for required skills and qualifications.

Student employees will be compensated for any hours worked over 8 hours in one day or 44 hours in one week at a rate of 1 ½ times their regular hourly rate. This is consistent with Alberta Employment Standards.

In addition to wages, student employees will also receive vacation pay as required by Alberta Employment Standards, workers' compensation coverage and other mandatory benefits as required by statute.

As employees, students will be provided with access to personalized and confidential profile within University's electronic employee self-serve payroll system. Student will be required to enter their time on a daily basis for direct leader to approval. Compensation for hours of work will be directed to the employee's elected bank account on regularly scheduled payroll dates on the 15th and final day of the month. Electronic paystubs and T4 Statement of Earnings, are available within the University's electronic payroll system.

Salary Grid

Position	Hourly Rate	Hourly Rate with 4% Vacation Pay
Student Worker	\$15.38	\$16.00
Undergrad Research Assistant	\$15.38	\$16.00
Graduate Research Assistant	\$17.31	\$18.00
Doctorial Research Assistant	\$19.22	\$20.00

****Please note for purposes such as grant applications the above noted hourly rates do not include applicable MERC's or legislative withholdings.****