

Pay Rate Rubric Classification

Qualifications	Level 1 Description	Level 2 Description	Level 3 Description	Level 4 Description	Level 5 Description
Education	<ul style="list-style-type: none"> Years of study not a consideration. Completed courses in a specific program or discipline not required. Completion of specific courses not required. <p>(1 point)</p>	<ul style="list-style-type: none"> Completion of 2+ years of post-secondary study. Knowledge of a specific program or discipline an asset. Completion of specific courses not required. <p>(2 points)</p>	<ul style="list-style-type: none"> Completion of 3+ years of post-secondary study. Knowledge of a specific program or discipline is required. Completion of specific courses is required. <p>(3 points)</p>	<ul style="list-style-type: none"> 4+ years of post-secondary education Enrolled in a post-degree bachelor's program <p>(4 points)</p>	<ul style="list-style-type: none"> 4+ years of post-secondary education Enrolled in a master's program <p>(5 points)</p>
Responsibility and Judgment	<ul style="list-style-type: none"> Direction is given on a daily basis. Minimal requirement to work independently. Judgment required is limited and low risk. Does not supervise others. Responsibilities do not put the reputation of STU at risk. <p>(1 point)</p>	<ul style="list-style-type: none"> Direction is occasionally required. Moderate requirement to work independently. Some judgment required, low risk. Does not supervise others. Responsibilities pose minimal risk to STU. <p>(2 points)</p>	<ul style="list-style-type: none"> Direction is rarely required. Majority of work is independent. Judgment is required, moderate risk to STU. May supervise or train others. May contribute to planning, such as a major event or function. <p>(3 points)</p>	<ul style="list-style-type: none"> Direction is rarely required Majority of work is independent Judgment is required frequently, moderate risk to high STU May supervise or train others May be responsible for planning, such as major event or function. <p>(4 points)</p>	<ul style="list-style-type: none"> Direction is usually not required Work is normally independent Judgment is required frequently, moderate to high risk to STU May supervise others Responsible for planning, such as a major event or function <p>(5 points)</p>
Skills	<ul style="list-style-type: none"> Specialized skills are not required. Basic knowledge of computer programs (e.g. Office) is required. Skills required could be learned with minimal training. <p>(1 point)</p>	<ul style="list-style-type: none"> Some specialized skills an asset Some familiarity with specialized programs an asset. Working knowledge of computer programs is required. <p>(1 point)</p>	<ul style="list-style-type: none"> Some specialized skills or expertise required. Some familiarity with specialized programs required. <p>(3 points)</p>	<ul style="list-style-type: none"> Specialized skills or expertise required. Familiarity with specialized programs required. <p>(3 points)</p>	<ul style="list-style-type: none"> Specialized skills or expertise frequently required <p>(4 points)</p>
Determination of Job Classification	3-4 points	5-6 points	7-9 points	10-12 points	13-14 points
Compensation	Minimum Wage + 4% vacation pay	Minimum Wage + 4% vacation pay + \$1.00	Minimum Wage + 4% vacation pay + \$2.00	Minimum Wage + 4% vacation pay + \$3.00	Minimum Wage + 4% vacation pay + \$4.00

Examples of specialized skills include but are not limited to:

Multi-lingual	Transcription	SPSS	Report writing
Creative works (poster design)	Event planning	Budgeting	Moodle knowledge
Literature searches	Content analysis	Discourse analysis	Data coding
Proof reading	Microsoft Office Suite	Data analysis	Website design
Social media management	Graphic design	(quantitative/qualitative)	Workshop delivery