

# Job Classifications and Pay Ranges

## Student Employee Job Code and Pay Range Structure:

Student employee job code and pay structure guidelines are detailed below.

**\*\*\*Effective 7/1/2017 all hourly student employees are hired into one job code- 4106. \*\*\***

This job code simply indicates these employees are in the Student Employee job group. No other job code for hourly student employment is used.

General guidance for pay rates is divided into 3 basic pay ranges within the 4106 Job Code.

- \$12.32-\$16.00- Entry Level/Semi-Skilled/Routine
  - Working Titles Examples-
    - 1st Year Teacher Assistant, Receptionist, Student Ambassador, Outdoor services Student Assistant, DHS General Student Staff, Orientation Welcome Leader, UC Event Assistant, Grader, IT Intern, IT Technician, Scribe Reporter, Scribe Coordinator
- \$12.82-\$18.00-Full Operating/Skilled/Mid-Level
  - Working Titles Examples-
    - Lead Student Ambassador, GIS/FM/CAD Assistant. DHS Student Manager, Lead Orientation Welcome Leader, UC Event Assistant II, SI Instructor, Senior IT Technician, Peer Tutor, Scribe Business Manager, Orientation Leader Coordinator
- \$13.32-\$25.00- Lead/Highly Advanced Skills
  - Working Title Examples-
    - DHS Student Director, UC Building Manager, IT Lead, Senior Peer Tutor, Scribe Editor-in-Chief, Certified Teachers Assistant, Financial Assistant

## Please note the following:

### Colorado Equal Pay Act

The [\*Equal Pay for Equal Work Act\*](#) (C.R.S. § 8-5-101 *et seq.*) was signed into law by Colorado Governor Polis on May 22, 2019. Effective January 1, 2021, this act amends Colorado law and provides new wage discrimination and employer provisions that differ from federal law and other state equal pay laws. UCCS, along with each campus and system office of the University of Colorado, is evaluating the requirements of the new law and reviewing existing policies and pay practices for alignment. UCCS executive leadership, human resources, and legal counsel are leading this effort.

There are several components to Colorado's Equal Pay Act. Some of the provisions are:

1. **Prohibits wage discrimination** by requiring that an employer shall not discriminate between employees on the basis of sex, or on the basis of sex in combination with another protected status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work (based on a composite of skill; effort, which may include consideration of shift work; and responsibility), regardless of job title. A wage rate differential is permissible if at least one of the following factors accounts for the entire wage rate differential:
  - i. A seniority system;
  - ii. A merit system;
  - iii. A system that measures earnings by quantity or quality of production;
  - iv. The geographic location where the work is performed;
  - v. Education, training, or experience to the extent that they are reasonably related to the work in question; or
  - vi. Travel, if the travel is a regular and necessary condition of the work performed.
2. The Act requires the employer **to keep records of job descriptions and wage rate history** for each employee for the duration of employment plus two years after the end of employment.
3. The Act requires providing **notice of job openings and promotional opportunities**, including the hourly or salary rate or range, and a general description of all of the benefits and other compensation offered to the hired applicant.
4. **Prohibits using pay history** for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the wage rate history, of a prospective employee to determine a wage rate. Discrimination or retaliation against a prospective employee for failing to disclose wage rate history is prohibited.

### **Starting pay rate guidance:**

- Departmental compensation plans are maintained by each department and reviewed each year during the annual audit
- An incoming hire with advanced experience or skill can be hired \$.25-\$.50 higher per hour
- [Click here to view the Colorado Department of Labor and Employment Minimum Wage Information](#)