

Compensation Information - Student Rates of Pay

Effective January 1, 2018, all student employment must be classified as either a **TERM** (fixed or average hours) or **CASUAL** (submitting hours). There is no longer an option to appoint casuals with fixed standard hours.

A **CASUAL** appointment is where there are no established hours per week and the student will submit the hours they work through online time reporting after each shift. Typically these employees will be paid on the hourly pay cycle.

A **TERM** appointment is where the student is consistently working the same average hours each week with no variation. These employees do not report their hours and they will be paid on the salaried pay cycle.

In instances where there is both casual and term appointments, they will be paid on the salaried pay cycle.

Further information regarding the semi-monthly pay cycles beginning January 1, 2018 is available at <https://www.usask.ca/semimonthlypayroll/resources.php#2018PayCalendar>.

If you have any question regarding the appointment of student assistants or determining rates of pay, please contact People & Resources at compensation_inquiries@usask.ca.

If you have any questions regarding completing an Electronic Job Submission (EJS), please contact [ConnectionPoint](mailto:ConnectionPoint@usask.ca) at connectionpoint@usask.ca.

Graduate Students

A graduate student assistant is a person enrolled in a graduate program and employed by the University or by a faculty member in a role of academic support, research support, or in support of the student's academic program. All registered graduate students employed by the University as teaching assistants, teaching fellows, student assistants and research assistants are included in the Public Service Alliance of Canada (PSAC) Local 40004 bargaining unit.

Graduate Student Assistant Rates

Student	September 1, 2017 Hourly Rate	September 1, 2018 Hourly Rate
Graduate Students	\$19.64	\$20.04

All other terms and conditions of employment for graduate student employees can be found in the University of Saskatchewan and PSAC Local 40004 collective agreement:

<https://working.usask.ca/employmentagreements/>

Undergraduate Students

A student assistant is a person enrolled in an undergraduate program and employed by the University or by a faculty member in a role of academic support or in support of the student's academic program. The duties allocated to such student assistants may include work in classrooms and laboratories, fieldwork, marking and supervision of course assignments, assisting with research projects and other types of work related to their academic programs. Normally, such employment is on a part-time basis during the winter months and on a full-time basis during the summer months.

The minimum rate is intended for students with little experience. Increments are recommended to recognize each additional year of experience and/or education as determined by the employing department. Effective September 1, 2015, a broad range model was introduced allowing flexibility in pay rates, as long as the rate is within the given broad range. If, in the opinion of the employing department or where special circumstances exist, a request for an exception beyond the maximum rate may be made to Human Resources. If such exceptions are agreed to, and result in higher rates being paid, departmental budgets must absorb the additional cost.

Undergraduate Student Assistant Rates

Student	2018 - 2019 Rates	Minimum Rate by Year	Semi-Monthly Rate * (Summer) (Based on Full-Time 40 hours/week)
Undergraduate in 1st Year	 \$11.69 ↑ ↓ \$15.76	\$11.69	\$1,013.14
Undergraduate in 2nd Year		\$12.18	\$1,055.60
Undergraduate In 3rd Year		\$13.56	\$1,175.20
Undergraduate in 4th Year		\$14.81	\$1,283.54
Undergraduate in 5th Year		\$15.76	\$1,365.87

TERM UNDERGRADUATE STUDENT ASSISTANT RATES (Summer Employment)

The term rates are intended for students who are generally hired on a full-time basis over the summer months.

- The term rates shown are based on a student assistant employed full-time at 40 hours per week (i.e. Semi-monthly rate = hourly rate x hours/week x 52 weeks divided by 24 pay periods).
- The 1st year rate is intended for students who have completed one year of university. Additional increments are recommended to recognize each additional year of education and/or experience that is deemed relevant, as determined by the employing department. For example, a student who has completed one year of university could receive \$1,013.13/pay period. Likewise, a student who has completed five years of university would typically receive \$1,365.87/pay period. However, a student who has completed three years of university who also has previous related work experience or education could receive up to \$1,365.87/pay period.

In addition, all term students employed in the summer months are entitled to vacation pay at the rate of 3/52nds of total earnings, or time off in lieu of pay.

CASUAL UNDERGRADUATE STUDENT ASSISTANT RATES (Fall/Winter Employment)

The hour rates are intended for students who are generally hired from September to April.

- The 1st year rate is intended for students who are in the first year of their university program. Additional increments are recommended to recognize each additional year of education and/or experience that is deemed relevant, as determined by the employing department. For example, a student in their first year of university could receive \$11.69/hour. Likewise, a student in their fifth year of university would typically receive \$15.76/hour. However, a student in their fourth year of university who also has previous related work experience or education could receive up to \$15.76/hour.
- In addition, all hourly student employees are entitled to vacation pay at the rate of 3/52nds of total earnings as well as 3.8% statutory holiday pay.