UNIVERSITY of Prince Edward ISLAND

# MEMORANDUM

**To:** Vice-Presidents, Deans, Chairs, Directors, Managers

**From:** Susan Connolly, Associate Vice-President Human Resources and Legal

**Date:** March 6, 2017

**Re:** Student Rates of Pay

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Please find listed below the new student rates of pay that will become effective April 1, 2017 as a result of new minimum wage requirements implemented by the Province.

**UPEI STUDENT RATE OF PAY – EFFECTIVE APRIL 1, 2017**

| Hourly Rate | Description |
|---|---|
| $11.70 | **Level 1 – Student Rate**<br>For all regular student employment |
| $12.08 | **Level 2 – Student Specialization Rate**<br>At the discretion of the faculty or department, a rate based upon job experience, specialization in a field of study or increased job responsibility or skill requirement. |
| $14.74 | **Tutors & Sports Clinic Instructors**<br>At the discretion of the faculty or department, a rate for tutors and sport clinic instructors. |
| $18.45 | **Graduate Student Rate**<br>At the discretion of the faculty or department, a rate restricted to graduate students where specialized skills are required. |

**Human Resources Department**
550 University Avenue, Charlottetown, Prince Edward Island, Canada C1A 4P3
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| UPEI COOP STUDENT RATES OF PAY | |
|---|---|
| **Hourly Rate** | **Description** |
| **$11.70, $12.27, and $13.45** | The factors to be considered by departments in determining which rate is paid are:<br>-the training and experience of the student relative to the planned assignment during the co-op term<br>-department budget |
| **UPEI RESEARCH FUNDED STUDENT RATES OF PAY** | |
| **Hourly Rate** | **Description** |
| **Undergraduate Base Rate $12.95**<br><br>**Undergraduate Specialized Rate $14.37**<br><br>**Graduate Rate $21.95** | The undergraduate student research assistants may be paid at a higher rate when they are hired full-time (33.75hr/wk) for a period of at least 12 weeks when not taking courses or for not more than 15hr/wk during course term.<br><br>The rate of pay is determined by:<br><br>a) the training required and experience of the student relative to the planned research work to be undertaken during the research assistantship, and<br><br>b) the availability of research funding.<br><br>**Note: There must be an external source of funding if students are to be hired at these higher rates.** |

All student rates of pay include vacation pay.
For budgeting purposes, please remember to add an additional 10% to your calculations to cover statutory benefits. Please do not add this to the salary rates of pay.

The levels of education refer to the level required to perform the duties, not to the education level of any individual student performing the work.

Should you have any questions please contact Human Resources (Monique) at 566-0515 or humanresources@upei.ca

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