



POLICY STATEMENT 33 STUDENT EMPLOYMENT

POLICY DIGEST

Monitoring Unit: Olinde Career Center
Initially Issued: May 1, 1979
Last Revised: November 11, 2020

I. PURPOSE

To establish the policy governing the employment of students by the University. This PS is in support of PM 8 on the subject of Student Employment. Policies regarding graduate assistantships are found in PS 21: Graduate Assistantships.

II. GENERAL POLICY

Student employment can be a hallmark experience in a college student's journey, providing opportunities to develop and refine competencies necessary to be competitive in the world of work, build community and connections on campus, and earn income to meet financial obligations. In addition, student employees are an essential part of the University workforce. While student employment is mutually beneficial, the university acknowledges that student employees are students first and employees second.

A. Funding Sources

The employing department has three primary options for funding to pay student employees:

1. **Federal College Work Study Program:** This is a need-based federal program that provides funding for part-time jobs for undergraduate and graduate students allowing them to earn money to help pay education expenses. Units that hire students who qualify for this aid are able to use the funding source to pay the student's wages. There are a number of federal regulations around employment of these students that are explained in the Work Study Programs section below.
2. **President's Student Aid:** This is a merit-based program typically accompanying university scholarship offers to incoming undergraduate students. Units that hire students who qualify for this aid are able to use the funding source to pay the student's wages. Auxiliary units are ineligible use this source of funds. There are a number of university regulations around employment of these students that are explained in the Work Study Programs section below.
3. **Departmental Budget:** Departments may pay students directly from departmentally-controlled funds, which may come from a variety of sources including state allocations, grants, and private dollars.

Lump sum or one-time payments are not permitted for student employees. If extenuating

circumstances exist that would make a one time/lump sum payment the only logical payment method, request for an exception to issue the payment must be requested to and approved by the Student Employment Coordinator before the work can be performed. The approval should be attached in Workday when payment is loaded.

- B. To the extent possible, students should be afforded opportunities for employment on the campus which are related to their individual educational objectives. Any student may earn

summer prior to the first semester they are enrolled.

C. Specialized Requirements and Guidance for Work Study Programs

1. Undergraduate students funded through the College Work-Study Program or President's Student Aid Program may begin working one week prior to the start of the semester in which they enroll.
2. The last day for undergraduate students funded through the College Work-Study Program or President's Student Aid Program to work for the academic year is Commencement Day.
3. College Work Study funding may be utilized to pay the wages of student employees over the summer if the student qualifies and is enrolled in at least six credit hours of coursework.
4. Student employees participating in

a full course of study, and shows a need to work to pay for educational expenses.

8. International students who are eligible for student employment are not allowed to work over 20 hours per week. There is no exception to this regulation. According to the U.S. Citizenship and Immigration Services, on-campus work is limited to no more than 20 total hours per week of employment while school is in session, except during official university breaks and holidays, for F-1 and J-1 international student status holders (Citation of the Code of Federal Register: 8 C.F.R. 214.2 (f) (9) (i)).
9. Each employing unit must provide each student employee a copy of its written policies for student workers. Items covered should include procedures for clocking in and out and reporting absences and tardiness, taking breaks, mandatory trainings, performance evaluations, etc.

10.

Each student employee must be provided with a copy of the university's written policies for student workers.

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semester, between semesters, and other vacation periods should never be allowed to work in excess of 40 hours per week during these designated times or in a regular semester. In the event of this occurrence, the department allowing this will be sanctioned. In addition, any hours worked in excess of 40 in a work week must be paid at time and a half, in accordance with the Fair Labor Standards Act.

18. Student employees are not eligible for holiday pay or fringe benefits.

19. As at-will employees, student employees may be terminated at any time.