

OPERATIONAL GUIDELINES FOR STUDENT EMPLOYMENT

1.0 INTRODUCTION

- 1.1 The purpose of these guidelines is to establish a common University community understanding regarding the nature and conditions of student employment. These Guidelines are subject to all University policies, federal and state statutes, laws and regulations which take precedence over these guidelines.

2.0 DEFINITIONS

- 2.1 Student Employee - A student employed through University funds allocated by a department/area. Application is made through Human Resources via the [Career Opportunities at SSU](#) applicant portal.
- 2.2 These guidelines may not apply to students participating in the Federal Work Study program. This program is administered by the Financial Aid Office in accordance with Federal regulations.
- 2.3 These guidelines may not apply to students on Supplemental Employment Contracts, Internships, Graduate Assistants, Resident Assistants, or Note Takers.
- 2.4 Additional guidelines applicable to International Students are outlined in Section 10.0.

3.0 PURPOSE OF STUDENT EMPLOYMENT

Student Employment is intended to serve the following needs:

- 3.1 To provide the student with work experience which will assist in the preparation of the student for a career.
- 3.2 To provide necessary service to operations of the University.
- 3.3 To serve as a means of financial assistance to the student.
- 3.4 To provide students with a record of work-related accomplishments that may lead to career opportunities.

4.0 ELIGIBILITY REQUIREMENTS

- 4.1 Any student who is enrolled as a full-time SSU student each term (12 hours undergraduate and 9 hours for graduate students), except summer, who is in good academic standing, is eligible to work Student Employment. Students in the Post-Secondary Option Program and Seniors to Sophomore program are not eligible for student employment.
- 4.2 A student may work summer sessions if enrolled in at least one course or if registered full-time for the following fall session. If the student is not enrolled during the summer, OPERS enrollment is mandatory. (This section does not apply to incoming Freshmen registered for and beginning fall semester.)
- 4.3 Audited classes, "no credit" classes, or other classes for which the student receives no academic credit toward a degree do not apply toward the minimum credit hours required.
- 4.4 Students in the final semester of enrollment, prior to graduation, may work Student Employment without being registered for 12 hours.
- 4.5 Students must be eligible to work in the United States. See Section 10.0 for additional requirements for International Students.
- 4.6. Students may be required to submit to a criminal background check.
- 4.7 A student may not be employed in a department that establishes an immediate supervisor/employee relationship between two individuals who are related by blood, adoption, marriage or same sex domestic partnership, or stepchildren. The determination of what is direct or indirect supervision or immediate relationship status in each case shall be made by the determination of the appropriate Vice President.

5.0 WORK SCHEDULES/CONDITIONS

Individual work schedules will be determined by the supervisors and student. Students are employed on a semester basis.

5.1 Breaks

A paid fifteen minute break for each four hours of continuous work will be scheduled. In addition, any shift over seven (7) hours must include an unpaid 30 minute lunch break. Break and/or lunch times will not be combined nor scheduled at the beginning or end of a shift.

5.2 Holidays

Student employees are not eligible for "holiday pay." Some University offices may be required to maintain services on certain holidays and students may be scheduled to work. Wages for working on holidays will be paid at straight-time rates. Legal holidays are indicated on the official University calendar.

5.3 Sick Leave

Sick leave benefits are not extended to student employees. However, it is not intended that student's work status be negatively impacted as a result of reasonable absences associated with illness. In the event of illness, the student employee must notify his/her supervisor as early as possible on each day of absence.

5.4 Vacation

Vacation benefits are not extended to student employees. Students may make arrangements for time off without pay for vacation.

5.5 Workers' Compensation

All employees of the University are protected by the provisions of the Worker's Compensation Law of Ohio. This law provides for medical care expenses, as well as certain benefits for loss of pay due to any injuries and subsequent disability received during the regular performance of official duties. A report of injury must be submitted according to established University policy.

5.6 Retirement

The University participates in the Ohio Public Employees Retirement System (OPERS) rather than Social Security. It is recommended that student employees participate in OPERS. It is a great investment in their future. If a student employee chooses to be exempted, no retirement contribution will be withheld from earnings, upon completing appropriate paperwork. If a student resigns from working and later begins attending and working for the University again, a new exemption form must be completed and filed with OPERS. If the student works in the summer, but is not enrolled, OPERS participation is mandatory.

5.7 Employment Classification

Students are not permitted to work Student Employment in conjunction with temporary job assignments if the total work hours exceeds 25 hours per week. Students adjusting employment status should direct questions regarding retirement to Human Resources (HR). (NOTE: Working a temporary position with the University may require enrollment into OPERS. It does not qualify a student for fee waivers or other university-provided benefits.)

5.8 Emergency Closing

In the event of an emergency closing at the University, student employees shall be permitted to recover missed hours up to the maximum, 40 hours, over the subsequent pay period.

5.9 Student Travel and Reimbursement

Supervisors of student employees are urged to refrain from assigning student employees to tasks that take them off campus. Reimbursement for travel is not extended to student employees.

5.10 Proper Attire

The University expects students to dress in a manner appropriate for their individual requirements and duties and will reflect positively upon the University. Students should discuss expectations for attire and safety equipment (if needed). Students should not arrive for work wearing clothing that is unduly revealing.

6.0 MAXIMUM HOURS OF WORK PER WEEK

- 6.1 A normal work week for student employees shall be set at 20 hours during the academic year. However, the University recognizes that situations arise which may result in the student exceeding 20 hours. This limit may be exceeded for a short-term period as long as the biweekly pay period does not exceed a total of 40 hours. (Example: 25 hours first week of pay period; 15 hours second week = 40 hours for pay period.) In no case should a student exceed 25 hours work in a given week or 40 hours in a biweekly pay period. Student employment is part-time and every effort should be made to adhere to a maximum of 20 hour per week work schedule. Students may work up to 30 hours per week during breaks and summer. Breaks begin the day after the academic semester ends according to the approved calendar. The supervisor is responsible for administering these limits. In no case shall the hours worked exceed 125 hours per month or 1500 hours over the appointment year.
- 6.2 Information above does not apply to Federal Work Study which has a maximum of 10 hours per week for a total of 32 weeks. Federal Work Study employment may be worked in conjunction with other student employment, so long as total hours do not exceed 20 hours per week as outlined in 6.1. (NOTE: Hours worked in excess of 10 hours per week could potentially impact the student's financial aid package. Each student should take this into consideration prior to working beyond the 10 hour limit.)

7.0 **Base HOURLY WAGE is equivalent to the minimum wage rate in effect at the time.**

8.0 **SUPERVISOR (ADMINISTRATIVE) RESPONSIBILITIES**

- 8.1 When a department has a vacant student employment position available, the supervisor is required to submit a position description to HR. Once received, HR will post the position on the [Career Opportunities at SSU](#) web site.
- 8.2 Once the decision has been made to hire a student, the department is required to notify HR immediately so the position can be removed.
- 8.3 Supervisors must be certain that students do not begin working until all Student Employment and HR paperwork is completed. The supervisor must complete the required Authorization to Hire Form, including account number and required signatures. Departments must then return this form to HR to ensure eligibility. Authorization to Hire for Federal Work Study should be submitted to Financial Aid. *NOTE: It is very important that all employment paperwork be completed as required. The student will not be considered "employed" and will not be paid until approvals and necessary forms are complete and officially processed.*
- 8.4 Supervisors are responsible for signing student time sheets to verify and authorize payment of the actual hours worked by the student employee.
- 8.5 Supervisors must notify HR/Payroll of all student terminations and the last day worked. This can be accomplished via electronic mail to: mketter@shawnee.edu and atackett@shawnee.edu.
- 8.6 Supervisors must notify HR/Payroll of all budget changes pertaining to student employment expenses (Authorization to Hire form).
- 8.7 Supervisors are responsible for monitoring budgets to ensure there are funds to pay student employees.
- 8.8 Supervisors must complete required paperwork (Authorization to Hire form) prior to transferring a student between Student Employment and Federal Work Study.

9.0 **SUMMARY OF STUDENT RESPONSIBILITIES**

- 9.1 The student is responsible to ensure enrollment eligibility is met. It is understood that students who fail to meet eligibility requirements, at any time, will be terminated immediately.
- 9.2 The student is responsible for keeping accurate time records and submitting student time sheets to their department Supervisor by the required pay period deadlines. Schedules are available in payroll and on the HR web site at <http://www.shawnee.edu/offices/human-resources/student-employment.aspx>. Students must comply with the maximum working hour guidelines outlined in 6.0.
- 9.3 Students are responsible for meeting the expected schedule and for carrying out assigned tasks and duties in a positive manner.

- 9.4 A student may work in two separate areas on campus. However, it is the responsibility of the student to meet the scheduling requirements of each department. A separate time sheet must be submitted for each department and the student must secure approval of his/her work schedule from the supervisors of both areas. The same limitations on hours worked each pay period apply (40 hours per pay period - combined). Time sheets for both areas must be completed and submitted at the same time. HR will notify departments and communicate the need to keep them under 40 hours for a biweekly pay period (20 hours/week).
- 9.5 Falsification or misrepresentation of hours worked on a time sheet will result in disciplinary procedures.
- 9.6 Students must complete employment/payroll paperwork, provide adequate proof of eligibility to work in the United States, and enroll in direct deposit or paycard for payment of wages prior to starting employment.

10.0 INTERNATIONAL STUDENTS

International students have important steps to follow while seeking employment in the USA on a non-immigrant student visa. International students who hold an F-1 or J-1 are permitted to work only on Shawnee's campus (paid or unpaid), and the following guidelines must be adhered to in order to hire an international student.

- 10.1 F-1 and J-1 visa students may work up to 20 hours per week on-campus when classes are in session, and a maximum of 30 hours per week during semester breaks and during the student's annual vacation term (summer). Any international student hired by an academic department, administrative office, or Sodexo, must seek prior authorization from the Center for International Program (CIPA) before the employee completes employment paperwork with HR or begins work.
- 10.2 To initiate the employment process, an Authorization to Hire form should be submitted to HR, along with a signed employment letter outlining the student's title, job description, location of work, and expected hours per week. The HR Department will submit this documentation to the Director of CIPA for review and authorization. CIPA will issue the international student a social security card letter of request that the student must take, along with their employment letter, to the nearest Department of Social Security and apply for a social security card. Once received, the student should take their card to HR and complete the necessary employment paperwork. Once all steps have been completed, the International Student may begin working.
- 10.3 International students are eligible for participation in the Federal Work Study program, if qualifications are met.
- 10.4 On-campus employment is not permitted after the student has graduated. Off-campus employment is only permitted in special circumstances and must be authorized by the Director of CIPA.