

## Student Employment Policy

Date Effective: September, 2019

Issued By: Division of Finance & Administration

Contact: Office of Human Resources, 814-393-2235

### Purpose

To define acceptable practices in hiring, providing work assignments to, overseeing the work of and releasing student workers from assignments.

This policy is in addition to, and does not replace in any manner, meeting all hiring requirements for student employment as promulgated by the Student Financial Services (SFS) Office.

### Applies To

All University departments that hire student workers.

### Definitions

**Student Worker** – a student who is hired to work in a department under the student employment program of the university, including but not limited to state and federal work-study, as administered by the Student Financial Services (SFS) Office. A student worker must be a matriculating student with a minimum credit load of 6 credits in an academic semester. The only exception are grant funded student worker positions with a specific requirement regarding the status and credit load of the student. For summer student employment the student must have completed a minimum of six credits in the preceding spring semester and be registered for a minimum of six credits in the upcoming fall semester.

**Supervisor** – the department employee responsible for hiring, assigning work, verifying hours or work, reviewing work outcomes and determining when a student is to be released from their student work assignment.

### Policy

The primary purpose of student employment is to provide eligible students with the opportunity to work on campus in a manner that does not interfere with their academic responsibilities.

Student workers may be interviewed and selected for assignment by a department supervisor.

A student worker is responsible for reporting to work and performing assigned tasks in order to receive payment for work on campus. A student worker is not the same, however, as a regular

status employee in terms of work schedule, performance evaluation, disciplinary action and/or termination.

### Selection and Appointment

To avoid conflicts of interest and to prevent problems of safety, security, supervision, and morale, departments are restricted from hiring student employees who are family members of employees in the department.

The university will not approve the appointment of student employees into positions if a family member would directly or indirectly supervise them.

The university will not approve the appointment of student employees into positions if a family member would work directly with them in the same work area.

For the purpose of this policy, a family member includes, but is not limited to, a parent, grandparent, child, spouse, brother, sister, aunt, uncle, niece, nephew or in-law.

Failure to follow this policy will result in reassignment of a student worker assuming an alternative student work assignment is available. The student worker may not remain in the department until an alternative student work assignment is available.

### Work Assignment

Student workers are permitted to work a maximum of 20 hours per week during an academic semester. A student that is employed in more than one area is only permitted to work 20 hours per week across all areas they are employed in.

During the summer student workers are permitted to work 37.5 hours per week.

Student work assignments are to be communicated to student workers by the supervisor in a clear manner. Work assignments may be of a general nature (answer phones and greet visitors) or may be more specific in nature.

All student work assignments must be in direct support of the work of the department, division and university.

Assignment of work of a personal nature is prohibited. Examples of assignments to students that are not acceptable include, but are not limited to:

- Running personal errands
- Picking up drinks, snacks or meals for employees
- Transporting an employee from one location on campus to another
- Parking an employee's car for them
- Watching an employee's children
- Watching an employee's pet(s)
- Picking up items from other locations on campus that are not work related

### Work Hours

Student work schedules should be communicated to the student in advance and the student worker must have an opportunity to provide input into their schedule as it relates to class schedule and on campus activities.

Because the primary role of a student worker is academic achievements, supervisors should be flexible regarding student worker schedules in relation to communicated needs of the student worker regarding tests, papers and other academic work.

In general, students are not permitted to work during scheduled class times. Exceptions are permitted if an individual class is cancelled or if the instructor has excused the student from attending for a particular day. Any instances of these exceptions should be documented by the supervisor.

### Assessment of Work

Supervisors are expected to communicate with student workers on both positive work performance, as well as, on areas that require further attention/improvement. When appropriate, it is acceptable to advise student workers that if areas identified as deficient do not improve the student worker may be released from their work assignment.

### Need to End Assignment

In the event a student worker is unable to adequately perform work assigned to them, or the student worker is unable to maintain reasonable attendance at their job site, the student worker may be released from their work assignment.

The student is not terminated from student employment, but is advised that they are being released from their work assignment and are free to seek employment that is more suitable to their ability and/or schedule elsewhere on campus.

In all instances the student worker should be made aware of performance and/or attendance issues and be provided a reasonable period of time to address the issue.

### Additional Information

If a student is found to have acted inappropriately in a work assignment, including but not limited to, belligerent behavior, insubordination, unprofessional conduct, inappropriate interactions with co-workers or violating confidentiality the student conduct should be reported to the Office of Judicial Affairs.

The student may be released from student employment immediately and the issues should be communicated to both the Student Financial Services (SFS) Office and Office of Human Resources.

### Enforcement

Violations of this policy by supervisors may result in appropriate disciplinary measures.