

On-Campus Student Employment Hiring and Appointment Procedures

- 1. Approved position descriptions are needed for all student employment positions.** Each description may apply to as many individual student employees as a department hires for a specific position. For example, a department may hire three employees to provide clerical/office support. If the qualifications, duties and salary are the same for all three students, only one position description is necessary.

One copy of the position description is kept in the employing department and one is kept in Student Life. Position descriptions are considered ongoing as long as they accurately reflect the qualifications and responsibilities of the position. If qualifications or responsibilities change, the position description will be updated.

As soon as an approved position description is on file in Student Life, the position may be posted through Student Life.

- 2. All student employment positions will be posted with Student Life for a minimum of three (3) working days before a candidate may be hired.** Posting positions centrally and creating a minimum posting period is in the best interest of students and serves to create a good faith compliance with Equal Employment Opportunity guidelines.

Posting may occur by sending the necessary information (**Posting Form**) to Student Life on any working day. The position will be posted within three working days and will remain an active posting until the employer contacts Student Life to have the position removed. For example, a department might send a posting to Student Life on a Friday. The position would appear in the posting system the following Tuesday. It would remain posted at least through Thursday. A student could be hired as early as Friday.

Completed posting forms may be returned to Student Life via fax (x3778), campus mail, e-mail, or in person. **Please notify Student Life when your position has been filled.**

- 3.** Students interested in a specific position will apply directly to the department offering the position. Departments may use their own in-house application forms.
- 4.** When a student is hired, appointment materials will be sent to Financial Aid and Scholarships for determination of Federal Work Study eligibility. After the student's FWS eligibility has been checked, the appointment form and accompanying documents will be forwarded to Student Life where they will be processed for either Federal Work Study or regular on-campus student employment.

It is essential that the employing department not schedule working hours for any new hire until the department has received their copy of the processed Appointment Form.

- 5.** All forms needed for appointment of a student employee may be purchased from Central Stores. They are also available for downloading from the Student Life website at: www.ysu.edu/studentlife .

6. Necessary forms include:

- Federal Work Study & On-Campus Employment Hourly Appointment Form
OR On-Campus Student Employee Task-Based Stipend Appointment Form
- Request for Optional Exemption as a Student
OR the OPERS Personal History Record
and Statement Concerning Your Employment in a Job Not Covered
by Social Security
- Employment Eligibility Verification Form (Form I-9)
- Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization
- Public School District of Residence Form

Appointment Materials Must Include:

If the student has previously worked at YSU
Appointment Form
Ohio Homeland Security Form
Appropriate OPERS paperwork

If the student is new to YSU Student Employment
Appointment Form
Ohio Homeland Security Form
Appropriate OPERS paperwork
School District Designation Form
Form I-9

Task-Based Student Stipends

Task-based student stipends are to be utilized **only** when students are employed to complete a task, project or activity in which **monitoring actual hours necessary for completion would not be feasible**. Additionally, student task-based stipends would typically be used for **discrete tasks that are limited in duration**. Any student employment in which payment is, or may be calculated, based upon the number of hours required to complete the assignment would be an hourly wage position. To ensure the appropriate and consistent use of task-based student stipends and to make both systems fair for students, the following guidelines should be followed.

- All task-based student stipend positions must have a position description approved by Student Life. This position description will be used to ensure that a stipend is the appropriate method of payment and the position meets the general guidelines and standards for all student employment.
- All task-based stipend positions will be posted through Student Life for a minimum of three days.
- **Students may not begin work under a task-based stipend until the appropriate paperwork has been processed through Student Life.**

Enrollment in the Public Employees Retirement System:

Student employees must enroll in the Ohio Public Employees Retirement System if they enroll in fewer than six (6) credit hours of course work as undergraduates or fewer than five (5) credit hours of course work as graduate students. Student employees may also choose to enroll in the Ohio Public Employees Retirement System if they wish to regardless of the number of hours of enrollment in course work. In order to enroll in OPERS, students must complete the form **Statement Concerning Your Employment in a Job Not Covered by Social Security**

(form SSA-1945) and the **OPERS Personal History Record**. These two forms need to be completed **only one time** during a student's employment at YSU.

Undergraduate student employees who enroll in six (6) or more credit hours of course work, and graduate student employees who enroll in five (5) or more credit hours of course work, may request exemption from the Ohio Public Employees Retirement System by completing the **Request for Optional Exemption as a Student** form at the time of their appointment. This form must be completed **each year** in order for a student to continue his or her exemption from OPERS coverage.

On-Campus Student Employment Compensation:

All students employed under any of the on-campus student employment categories have a cumulative earnings cap based upon the approximate cost of one academic year of educational expenses. The earnings cap will not be applied to student Research Assistants employed on externally funded programs (sponsored programs and grants) where the position description is part of the grant application and reviewed by the Office of Grants and Sponsored Programs prior to submission. For 2008-2009, the cap is \$12,000.

Hourly Wage Levels:

1. Students paid hourly may be hired in one of the following categories. The rate must be specified in the position description on file in the Office of Student Life:

Wage Level I:	\$ 7.00
Wage Level II:	\$ 7.50
Exception Rates:	\$ 8.00
	\$ 8.50
	\$ 9.00
	\$ 9.50
	\$10.00
	\$10.50
	\$11.00
Stipend	varies
2. Assignment to an Exception Rate is for a very limited number of student positions. Prior approval by the Office of Student Life is required for appointment to an Exception Rate. The wage rate established must be consistent with the position description and other Exception Rate positions.
3. All students paid at the first two wage levels or at an Exception Rate submit bi-weekly time sheets to the Payroll Office for payment on a bi-weekly schedule.

Task-Based Student Stipends:

1. Use of a task-based student stipend requires prior approval of the Office of Student Life.
2. The total dollar value of the stipend must be established at the time of the appointment and approved by Student Life.
3. Payment, with rare exceptions, must be made in a lump sum on a schedule identified at the time of appointment.
4. Earnings via task-based student stipend are subject to the student earnings cap.