

UNIVERSITY GUIDEBOOK

Subject: Employment of Undergraduate Students (Other than Work-Study)

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Policy: While the President has overall responsibility for the management of the University, the responsibility for employment decisions of personnel is delegated to the Provost/Vice President for Academic Affairs and executive officers or designee appointed by the President. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

RESOLUTION NUMBERS: YR 1999 – 117; YR 2007 - 27

Parameters:

- The Executive Director of Student Life is responsible for the administration of the process of employing all student employees except for those employees participating in the federally funded work-study program.
- Students not employed under work-study may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend, students must be currently enrolled for a minimum of one course or no less than three credits and be in good academic standing.
- For student employees to be exempt from participation in the Public Employees Retirement System (PERS) they must be enrolled for the equivalent of one-half of a full academic load each academic term.
- Regulations regarding compliance with the Internal Revenue Service and PERS and starting and ending dates of employment periods are maintained in the Office of Student Life and reviewed annually.

Procedures:

1. All positions for student employment are described in written position descriptions maintained in the Office of Student Life.
2. All available positions for student employment are posted through the Office of Student Life.
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment.
4. Appointment to a student employment position requires processing the necessary forms with the Office of Student Life. Actual employment may begin only after these forms have been processed.
5. Appointment to student employment is continuous through the academic year. Re-appointment is necessary for the summer term and subsequent academic years.
6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.