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## **STUDENT EMPLOYMENT**

### **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. This PS does not pertain to students holding graduate assistantships. Policies regarding graduate assistantships are found in PS-21 (Graduate Assistantships).

### **DEFINITION OF STUDENT FOR CAMPUS EMPLOYMENT PURPOSES**

Only full-time students will be approved for campus employment. University policy defines a full-time student as follows:

- I. UNDERGRADUATE - One enrolled in an undergraduate college for 12 or more hours of resident credit. For the summer term, a student must carry at least 6 semester hours to be classified as full-time.
2. GRADUATE - One enrolled in the graduate school for 9 or more semester hours in the fall and spring semesters or for 6 hours in the summer term.
3. LAW - One enrolled for 12 or more semester hours of resident credit, including non-credit courses.

A full-time student retains that status for student employment during Christmas and other vacation periods, excluding summer. During the last semester prior to graduating, an undergraduate student will be considered to be full-time for purposes of employment if the student schedules all courses required for graduation and diploma fees have been assessed.

### **GENERAL POLICY**

1. The University recognizes that student employees can make contributions to the functioning of the University by performing services that might not be economically

feasible if the service of a full-time employee were required. At the same time, it is recognized that a student employee should be a student first and an employee second.

2. 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 academic credit as well as compensation for their employment.

3. Student employees are required to be in good academic standing in the University. No appeals are accepted regarding this requirement.

4. Students who are classified as “degree only” are not eligible to work as a student employee.

5. Undergraduate students participating in the College Work-Study Program or President’s Student Aide Program may begin working one week prior to the start of the fall semester. The last day for undergraduate students participating in the College Work-Study Program or President’s Student Aide Program to work for the academic year is Graduation day.

6. Continuing undergraduate and graduate LSU students on departmental budget may be appointed at any time during the academic year. Entering freshmen, transfer students and new graduate students on departmental budget may be appointed one week prior to the start of their first semester at LSU. Undergraduate and graduate students on departmental budget may work continuously throughout the year.

7. A student on departmental budget who is required to be separated during a given semester due to not meeting student employment requirements may be reappointed after the last official day of that semester, provided they meet student employment requirements at that time. The last official day of the semester is Commencement Day for student employment purposes. Students separated due to not meeting student employment requirements are not eligible for any other type of on-campus employment.

8. If an undergraduate or graduate student enrolls as a full-time student for the semester, but is forced to drop courses after the semester begins, he or she may request their supervisor to appeal to the Office of Enrollment Management for them to continue working. The student should cease working until an approved appeal is received. If the appeal is denied, an appeal to the Director of Financial Aid may be made by the supervisor if a truly unique situation beyond the student’s control exists.

9. Students holding part-time campus jobs should not be allowed to work more than 20 hours a week during the fall and spring semesters. In the event that a department wishes to exceed this limit, an appeal must be submitted by the supervisor prior to the student working the hours. These appeals are considered by the Office of Enrollment Management on a case-by-case basis. No student will be allowed to work more than 25 hours per week. All students considered for this exception must be full-time students.

10. Student employees may be employed by more than one department with approval from the Office of Enrollment Management. Students holding employment positions with more than one department may not work in excess of 20 hours per week.

11. Students holding part-time campus jobs are not allowed to work during their scheduled class time.

12. Students who commit payroll fraud will be terminated immediately and will not be allowed to hold future student employment positions with the University, including graduate assistantships. Policies regarding graduate assistantships are found in PS-21 (Graduate Assistantships). State law requires that any misappropriation of funds must be reported to the District Attorney and the Legislative Auditor. In addition, the payroll fraud will be reported to Campus Police and the Dean of Students office.

## **Summer**

1. An undergraduate or graduate student can work during the summer if they are not enrolled as long as they were full-time for the prior spring semester and they have full-time hours for the upcoming fall semester. An undergraduate student participating in the College Work-Study Program for summer must be enrolled for full-time status. An undergraduate student participating in the College Work-Study Program who drops below full-time hours for the summer semester may request their supervisor to appeal to the Office of Enrollment Management for them to continue working. The student should cease working until an approved appeal is received. If the appeal is denied, an appeal to the Director of Financial Aid may be made by the supervisor if a truly unique situation beyond the student's control exists.

2. Students enrolled in summer courses are eligible to work a maximum of 20 hours per week. Students not enrolled in summer courses, but who completed the prior spring semester as a full-time student and have full-time hours for the upcoming fall are eligible to work up to 40 hours per week. The first date students are eligible to begin working 40 hours per week during the summer is the Monday after the week of spring semester finals. Students are eligible to work up to 20 hours during the week of finals for any semester.

3. Students who are enrolled in session B only for the summer may begin working 40 hours per week beginning the day after the last day of finals for session B. Students enrolled in session A may begin working 40 hours per week beginning the day after the last day of finals for session A.

4. Entering freshmen are not allowed to be appointed as student employees during the summer, prior to the first semester they are enrolled. (See "Operating Procedures" for processing of full-time high school students.)

## **OPERATING PROCEDURES**

1. A student may be employed by the University only after proper clearance has been obtained from the Office of Enrollment Management, which shall certify that the student is eligible for campus employment according to the policies approved by the University.
2. Full-time high school students and full-time undergraduates attending a college or university other than LSU are eligible for employment by departments on this campus; however, preference must be given to hiring LSU students by ensuring that the Job Location and Development Office (Career Services) is notified for posting of the position and referrals. At least a two-week time period must be given to determine there are no available LSU students before offering a position to a non LSU student. Full-time high school students and full-time students attending colleges other than LSU are eligible for unemployment insurance benefits and are listed on reports to the State for unemployment benefits.
3. All student employee documentation, excluding that of full-time high school students and full-time students attending colleges other than LSU, must be processed through the Office of Enrollment Management which certifies a student's eligibility for employment. All student employee documentation for full-time high school students and full-time students attending colleges other than LSU must be processed through Student Payroll.
4. Graduate Assistants will not normally hold other campus employment; however, this may be possible with the approval of the graduate school, the department granting the assistantship, and the Office of Enrollment Management. In all cases, however, the provisions of PS-21 (Graduate Assistantships) shall apply.
5. International students on non-immigrant visas should have a valid Social Security number and must be declared eligible by the International Student Office before they can be employed by the University. In general, an international student is eligible for employment if he or she holds an F-1 or J-1 visa, demonstrates that the work will not interfere with his or her ability to pursue a full course of study, and shows a need to work to pay for educational expenses.
6. 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)).
7. Each employing unit should have in place a written policy for its student workers. Items covered should include procedures for clocking in and out and reporting absences and tardiness, taking breaks, student supervision, etc.
8. Job descriptions for each type of student job in each department must be on file in the Office of Enrollment Management. Additionally, job descriptions must be readily

available for review within each department. Departments should list jobs for student workers under titles that seem most appropriate to the work being performed. Examples of typical job classifications for student employees are as follows:

**Student Worker (Office)** – involves general office work such as typing, filing, answering the telephone, etc.

**Student Worker (Library)** – involves shelving books and serials, reading stacks, sorting and alphabetizing catalog cards, assembling newspaper material and other library duties.

**Student Worker (Lab/Research)** – involves assisting faculty members in laboratory activities and research projects.

**Student Worker (Data Entry)** – involves entering data into the mainframe/computer system.

**Student Worker (Computer Lab)** – involves monitoring a computer lab and assisting students who are using the lab.

**Student Worker (Tutor)** – involves assisting and instructing students with their schoolwork.

**Student Worker (Off Campus Employment)** – involves students working with organizations within the community.

9. Students performing the same type of work with the same degree of competency should receive the same rate of pay. Pay differentials should be recognized when the student gains job experience, when work is performed in an exceptional manner, or when additional duties and responsibilities are assumed by the student. Increases in rates of pay shall become effective as of the first day of the pay period in which the increase is reported. Each department is responsible for maintaining daily time records for its student employees and for certifying that the time reported is correct.

10. Student employees participating in the College Work-Study Program or the President's Student Aide Program are only allowed to be appointed to one account in which the funding source is the College Work-Study Program or the President's Student Aide Program.

11. Student employees must be paid for all hours worked.

12. Minimum and maximum pay rates are established as necessary by the Office of Enrollment Management. Departments will be informed when changes occur. Any exceptions to the maximum pay rate must be approved by the Office of Enrollment Management.

13. Student employees who are eligible to work up to 40 hours per week during the summer 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.

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

15. Time sheets must be signed by the student and maintained in the employing unit for at least three years. Time sheets are to be completed in ink and maintained by the supervisor at all times. Once the original time sheet has been signed by the supervisor, it should not be returned to the student for any reason.

16. Student employees may be terminated at any time.

17. Student employment is to be conducted in accordance with the nepotism provision of the Louisiana Code of Governmental Ethics (Act 443 of 1979 Louisiana Legislature), section 2-13 of the By-laws and Regulations of the Board of Supervisors, and the President's Memorandum of August 24, 1979, and PS-25 which states in part, "it shall be contrary to general University policy for persons related to each other in the first degree by blood or marriage to be placed in a supervisor-employee relationship. This restriction will apply to all forms of employment. . . including student workers."