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Student Employment Policy

Submitted by: Lisa Abbott

11/3/2016

Question:

Has the University policy on student employment regarding students holding multiple jobs on campus been changed to limit students to one job, and if the policy was changed, when did this change occur and why was it not publicly announced?

Rationale:

Previously there has been no policy in place limiting students to only one job on campus. Several of the student workers in our department alone hold more than one position. In Theatre they work in the scene shop, costume shop and box office. In Film they work as lab assistants for the editing lab and studios. These positions are limited in the amount of payroll budgeted and serve to provide portfolio building and active experience in the student's field of study as well as aiding the various programs to meet their specific needs. For example, without a scene shop crew, theatre would not be able to get sets built for the performances. In Theatre the payroll budget is provided through Student Activities. The policy in regards to student employment has been the limitation of 25 hours per week. In many instances our student workers work less than 6 hours a week at our jobs and are employed with the other campus jobs for the balance of the 25 hours available. Communication with their supervisors has enabled us to keep them from going over the 25 hour a week limit. Student employees have recently been told to tell their employers that they are required to quit their second jobs or they have been removed from the ADP payroll for those jobs without their supervisors being informed. Many student worker supervisors were not contacted by HR in regards to this apparent change in policy. Has the student on campus employment policy been changed? If so, why, when and by who? If so, why were all stakeholders (students, supervisors, departments and programs) not included in or informed about the policy change decision? Limiting students to a single job on campus infringes with the opportunities for them to work in their fields while at the same time holding down a job that has more hours to help meet their financial needs. If this policy change is a result of the changes

going into the ADP payroll system then the system needs to be corrected rather than penalizing students, departments and programs.

Response:

Minutes-11-28-2016: VP Whitaker said the policy on student employment regarding students holding multiple jobs on campus has not been changed. No policy exists. We do have a 24 hour per week policy. That was the answer to the RFI.

The background is that we employ 2,316 institutional work study students. VP Whitaker thought we do a very good job of providing students with employment to help them financially. Of those 2,316, 745 are employed in the Auxiliary Services area. Of those 745, about 269 were not recording their time using a time clock. Auxiliary Services also employs 439 non-exempt staff who are a part of FLSA, and who were transitioned to reporting their time via a time clock. So the Auxiliary Services area made the decision to transition all of their “time clock or all their time stamping employees to a time clock requirement so they could be consistent across all 1,184 time recording employees within the department. The unintended consequence of that decision was that the ADP time clock system does not allow an employee to clock in at multiple locations, thus not having two jobs on campus if they are in a time clock situation somewhere else on campus.” On September 15th the department met with the 269 students that were impacted by this, of whom 12 had a second job on campus. Of those 12, 3 left the Auxiliary Services area to go work at the other department on campus, 9 stayed within the Auxiliary Services area. Total, they received three complaints about this transition: Two of those involved community leaders who had work study issues, and both of those had been resolved; the one other student decided to work at the University Store.

The remedy: Auxiliary Services will put hiring procedures in place for the spring semester to avoid such disruption in student employment. He also noted that we are all transitioning from ADP to OneUSG. That new system will not have the same limitations about clocking in and out.

Lisa Abbott (CLASS) thanked him for clarifying that it was an error in evaluating that the system coming in wouldn't work with the current system, and noted that 2 of the 12 students he listed were hers, which was why she was a little hot under the collar about

this. She raised a related issue, “the failure of the professionalism on the part of HR” because “none of the supervisors, programs, departments, were contacted except for Auxiliary Services.” She only found out when she had students coming to her in tears because they had to quit their job with her. She said HR’s lack of communication was “a huge problem.” It took four emails before she got an answer from HR regarding her students, and if it weren’t that the Director of Theatre is married to the Manager of the University Store she would not have found out that one student was about to lose her job at the Store because HR had not removed her from Abbott’s ADP. Then they wanted a PAF. And they had never contacted her. She called this approach “disrespect to both the students and to their supervisors in their program” and said it was “offensive.”

VP Whitaker said Abbott’s “comments . . . are well taken,” but noted the decision was made in Auxiliary Services, not HR. He said he had taken note to make sure decisions are better communicated in future. He was confident that in HR things are being done properly, and that while Auxiliary Services need to communicate better with their students and with departments, he thought they had assumed that once they met with the students on September 15th that the students would talk to the departments, but obviously that didn’t happen very well.

Abbott thought it was a problem that they put it on the students. It put them in an incredibly awkward position, and they felt like they were failing the people in the Theater Department because they were told they had to quit.

Mark Edwards (COSM) asked for a timeline for transitioning away from ADP.

VP Whitaker said this was a System-driven decision to move from ADP to PeopleSoft. All he knew was that pilots will start in Spring 2017. There will be three pilots, and all we know is that we’re not in the last one. We expect it to impact us in the next fiscal year.