



STUDENT EMPLOYMENT POLICY

Area: University Employment

Subject: Student Employment

Applies To: Hiring Managers and Student Employees

Sources:

Responsible Party: Associate Vice President for Human Resources

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1.0 Purpose

The purpose of this policy is to outline regulations related to hiring student employees at Georgia Southern University.

2.0 Policy

Students who are enrolled in a minimum of six (6) undergraduate semester hours or three (3) graduate level semester hours at Georgia Southern University are eligible to apply for institutional student assistant positions. Students who have been awarded a work-study award are eligible to apply for work-study student assistant positions.

3.0 Types of Student Employment

- **Institutional Student Assistant:**

Positions are subject to need and availability of departmental funding. To qualify, undergraduate students must be enrolled in a minimum of six (6) semester hours and graduate level students must be enrolled in a minimum of three (3) semester hours at Georgia Southern University.

- **Work-Study Student Assistant:**

The Office of Financial Aid determines student eligibility for Federal assistance and awards work-study funding accordingly. To qualify for a work-study student assistant position, the student must possess a work-study award and be able to present a work-study award authorization form during the interview process.

4.0 Procedure

A. Work Week Requirements:

A.1 Each institutional student employee may not work more than fifty (50) hours per biweekly pay period during the Spring, Summer, and Fall Semesters.

A.2 Each institutional student employee is allowed to work up to forty (40) hours per week when classes are not in session. The periods in which classes are not in session include:

- Spring Semester – The period starts on the day after Spring graduation and ends on the first day of the Summer Semester.
- Summer Semester – The period starts on the day after the last day of classes during the Summer Semester and ends on the first day of the Fall Semester.
- Fall Semester – The period starts on the day after Fall graduation and ends on the first day of the Spring Semester.
- Other Breaks – Examples include periods in which classes are not in session such as Fall Break and Spring Break.

A.3 In accordance with University System of Georgia policy, student employees may not exceed a total of 1,300 hours worked in a 12-consecutive month period. It is the responsibility of the supervisor to manage the student employee's hours to ensure they will not exceed the 1,300 hours in the 12-consecutive month period.

A.4 Work-study students and international students on F-1 visas may work up to twenty (20) hours per week.

B. Pay for Institutional Student Assistants:

- Hiring managers filling institutional student assistant positions are given flexibility to set wages based upon the education and experience needed to successfully recruit qualified applicants. The Student Employment Center is able to provide assistance with establishing rates of pay. All institutional student assistants will be paid at least the federal minimum wage. These employees must record all work hours in the timekeeping system.

C. Pay for Work-Study Student Assistants:

- Hiring managers filling work-study student assistant positions are given flexibility to set wages based upon the education and experience needed to successfully recruit qualified applicants. Pay exceeding the federal minimum wage will reduce the number of hours work-study student assistants can work. All work-study student assistants will be paid at least the federal minimum wage. These employees must record all work hours in the timekeeping system.

D. Hiring:

- The Student Employment Center will create the job ad based upon the job duties provided by the hiring manager. The Student Employment Center reserves the right to edit information submitted by hiring managers. Hiring managers will receive a copy of the final ad for review and approval. The job ad will be posted for recruitment after the hiring manager returns the signed job ad to the Student Employment Center.
- Students are required to submit an online employment application and resume to be considered for employment.
- All student positions will be posted for a minimum of three (3) business days. The Student Employment Center reserves the right to close a search if the number of applicants in the search exceeds one hundred (100).

- Hiring managers are strongly encouraged to interview a minimum of three (3) applicants for each posted position. Hiring managers must provide a non-selection reason for each applicant.
- Students selected for an institutional or work-study student position must successfully complete on-boarding and successfully complete the background investigation process prior to beginning work. Student employees can begin work once the student employee is able to record time in the timekeeping system.

E. General Rules:

- Students are limited to two (2) positions at any time. For instance, a student can be employed in two (2) institutional student assistant positions or a student can be employed in one (1) institutional student assistant position and one (1) work-study student assistant position. Regardless of the number of positions, student employees are not allowed to exceed fifty (50) hours per biweekly pay period during the Spring, Summer, and Fall Semesters.
- The term of employment is on a semester basis. Student employees will be notified if employment will not be extended. Student employees are subject to discharge at any time.
- Upon hire, hiring managers will meet with student employees and outline duties, responsibilities, attendance standards, and performance criteria.
- Hiring managers will be responsible for managing the student's work hours to ensure they do not exceed 1,300 hours in a 12-consecutive month period.
- Student employees are expected to adhere to all established rules of the department and the University.
- The following steps will be taken against the hiring manager when student employees exceed the maximum number of work hours:
 - First Instance – Human Resources will email the immediate supervisor notifying him/her of the policy violation.
 - Second Instance – Human Resources will email the Department Head notifying him/her of the policy violation.
 - Third Instance – Human Resources will email the Vice President notifying him/her of the policy violation.
- Institutional student assistants are allowed to be employed during the Summer Semester as long as:
 - They met the eligibility requirement (i.e. enrollment hours) for the previous Spring Semester or;
 - They are enrolled in six (6) undergraduate semester hours or three (3) graduate semester hours for the Summer Semester or;
 - They are registered for six (6) undergraduate semester hours or three (3) graduate semester hours for the upcoming Fall Semester.
- Students cannot be concurrently employed as a graduate assistant and institutional student assistant.
- Students that work in graduate assistant positions during the Fall and/or Spring Semesters can be hired into an institutional student assistant for the Summer Semester if the hiring manager wishes for the student to remain employed. The student employee will need to adhere to all student employment guidelines.
- After graduation, students that were previously employed as graduate assistants can be hired into temporary positions as long as the student has not exceeded 1,300 work hours in a 12-consecutive month period. Hiring managers are encouraged to contact Human Resources to confirm the student's eligibility prior to offering a temporary position.

- Students enrolled in less than six (6) undergraduate semester hours or less than three (3) graduate level semester hours can be hired into a temporary position as long as they have not worked more than 1,300 work hours in a 12-consecutive month period.

F. Termination/Dismissal:

- Failure to comply with departmental or University policies may result in the dismissal of student employees.
- Hiring managers are encouraged to pursue progressive discipline when appropriate.
- Hiring managers shall consult with representatives in the Department of Human Resources to insure proper documentation is established prior to terminating an employee. In all cases, the disciplinary action should be accompanied by a letter that is issued to the employee with a copy to the Department of Human Resources to be placed in the employee's personnel file.
- A terminating Personnel Action Form (PAF) must be submitted for all students who are terminated, have resigned, or have graduated. The PAF must be submitted within three (3) days of the last day worked. All student employees, except graduate assistants, will automatically be removed from ADP if there has been no payroll activity for sixty (60) days or more.