

# Louisiana Tech University Student Employment Policies

## **Policies Governing Student Work Office of Financial Aid Revised 8/2017**

The basis for student employment is to help meet the needs of the university, provide university students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly and may or may not be related to their field of study. A student employee is defined as an individual who is:

1. Enrolled at the university on a full-time or part-time basis,
2. Appointed to a position designated as student employment, and
3. Associated with the university primarily in the pursuit of an academic degree.

Employment of international students is subject to federal regulations and special restrictions may apply. Contact the International Student Office for information relating to the employment of international students.

Student employees are employed at will and serve at the discretion of the employing unit.

### Policy 1. Degree/Enrollment Status

To be eligible for student employment, a student must be admitted to the University as a degree seeking student. For Fall, Winter, Spring, and Summer Quarters, the student must enroll and maintain at least half-time enrollment status: for undergraduates, 4 credit hours; graduates, 3 credit hours. International student employees on F-1 or J-1 Visas must maintain full-time enrollment (8 hours undergraduate, 6 hours graduate) or more each quarter.

Students must have a cumulative GPA of 2.0 for undergraduates and 3.0 for graduates at the time of employment and each quarter the student intends to work. First time freshmen must have an ACT Composite score of 20 or higher at the time of employment.

A student employee must provide proof of enrollment, cumulative GPA, and class schedules to his/her supervisor at the beginning of each quarter. Any student employee who drops below the applicable minimum quarter hours of enrollment, required GPA, withdraws or is suspended is not eligible to continue to work.

### Policy 2. Satisfactory Academic Progress

To be eligible for student employment through the Federal Work Study Program, students must maintain Satisfactory Academic Progress as outlined in the University's Satisfactory Academic Progress policy. Visit the Financial Aid Office website to review the SAP policy.

### Policy 3. Citizenship Status

Foreign students who have maintained their "F-1" or "J-1" legal Visa status are eligible for on-campus student employment. Questions concerning legal Visa status should be directed to the International Student Office.

### Policy 4. Work Schedules

Students are not to report work hours during a scheduled class time as long as the class is in meeting. The supervisor is to ensure that the student is adhering to this policy.

### Policy 5. Job Postings

Federal Work Study Program job openings are not posted. Instead, they are assigned to FWSP awarded students through the Student Employment Coordinator in the Financial Aid Office per the request of the department. Should a department choose to advertise a Regular Funds job opening campus wide, such as through the use of University bulletin boards and/or the department's website, the department is required to advertise the opening for at least 3 business days. Employers may not discriminate in their hiring, working conditions, promotion, or termination practices on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, including gender identity, marital status, civil union status, age, physical or mental disability, military status or unfavorable discharge from military service.

### Policy 6. Work Study Preference

Employers are allowed to express a preference for students with a current Federal Work Study Program award if/when advertising a job.

### Policy 7. New and Re-entering Students

Students may begin work at the beginning of the break period preceding their attendance at the University after providing proof of enrollment to their supervisor. See the Student Payroll Calendar of the current fiscal year for a list of dates.

### Policy 8. Academic Suspension

Students suspended from the University are not eligible to continue employment or begin student employment until they have been officially reinstated and provide proof of reinstatement to the Student Employment Coordinator.

### Policy 9. Select Service Registration

All students beginning employment must have provided verification of Selective Service registration to the Admission's Office during the admissions process.

### Policy 10. Interviews

Student employment applicants must assume the responsibility of arranging an interview with their prospective employer once they receive their job assignment for the quarter.

#### Policy 11. Employer Selection

The department listing a vacancy has the right to determine whom they will employ from among the candidates referred.

#### Policy 12. Social Security Number

All students must have a Social Security Number issued by the Social Security Administration and must complete state and federal tax withholding forms prior to beginning employment. International students on F-1 or J-1 Visas must apply for and be issued a Social Security Number prior to beginning employment.

#### Policy 13. Summer Session

Continuing students from the University may be given hiring preference by employers over students enrolling at the University for Summer Quarter only.

#### Policy 14. Bookstore

Students employed in Barnes and Noble, Inc. positions are not considered student employees of the University. Barnes and Noble, Inc. is a company that partners with the University to offer a retail store on campus.

#### Policy 15. Food Service

Students employed in Aramark Food Service positions are not considered student employees of the University. Aramark Food Service is a professional services company that partners with the University.

#### Policy 16. Nepotism

University policy prohibits nepotism. Students may not be employed in a department where a direct "supervisor/subordinate" relationship would exist between a student and a member of his/her immediate family or a relative.

#### Policy 17. Civil Service Displacement

A student's employment may not result in the displacement of a certified University Civil Service employee or other full-time faculty-staff employee. A student's employment may not take the place of a certified University Civil Service employee or other full-time faculty-staff employee during an absence at any given time, regardless of the nature, duration, or timing of the absence.

#### Policy 18. Wage Rates

Student wage rates are assigned by the hiring department and must be at least the current Federal minimum wage as indicated by Federal regulations.

### Policy 19. Hiring

A student is considered "hired" when a certification has been completed by both the employer and student employee. In no case should a student begin employment prior to a certification form being submitted and completing a U.S. Citizenship and Immigration Service's Employment Eligibility Verification (Form I-9), along with the Federal and State tax withholding forms. The employing department has the responsibility of obtaining any required signatures authorizing a student employee under a given account and must promptly return such forms with necessary documentation to the Student Employment Coordinator within 3 days or hire date so that the student employee can be placed in the payroll system.

### Policy 20. Job Descriptions

The hiring department must have on file a current job description for each type of student position in their unit. The job description must include, but is not limited to, the following minimum components:

- A. A clear and concise description of the minimum qualifications and the expected duties to be performed.
- B. Specific time periods or blocks of time to be worked required by the position.
- C. A statement of the approximate number of hours that the student can expect to work each week.
- D. If the job meets the criteria to be considered as Community Service Employment, a statement describing the service provided must also be included.

### Policy 21. Agreement of Principles

Once a student is hired, and before beginning work, the department and student employee should discuss principles such as:

- A. A copy of the job description.
- B. An explanation of the employer's office procedures and regulations that pertain to student employees.
- C. A statement of required work hours during class breaks or University holidays, if any.
- D. A statement indicating the period of employment and the approximate ending date of the job.
- E. A statement that will inform the student employee how job performance will be evaluated.
- F. If the student will have access to student records, a statement that confidentiality will be observed in compliance with University policies and the Privacy Act.
- G. A statement that makes the student aware that there are Student Work Grievance and Appeals Procedures.
- H. The following responsibility statement regarding enrollment, class attendance, and academic progress:

"I understand that in order to continue eligibility for student employment, I must be enrolled in classes at the University. I agree to enroll and maintain at least the minimum enrollment requirements and required cumulative GPA each quarter I work at the University. I will promptly notify my supervisor if I withdraw from school or decide not to re-enroll. I will work only during the time(s) when I am not scheduled to be in classes and agree to regularly provide my class schedule and enrollment information to my supervisor when requested to do so. I further understand that I am required to maintain Satisfactory Academic Progress as a condition of continuing student employment."

#### Policy 22. Reappointment

Appointment to a student employment position does not presume continuation in or reappointment to that position after the term specified in the Job Description.

#### Policy 23. Compensation

Once an employer/employee relationship has been established between a student employee and his/her department, he/she must be compensated for each hour worked. A student cannot do volunteer work or serve a preliminary training period without pay. Students are to be compensated for all hours actually worked.

#### Policy 24. Work Hours

Student employees may not work more than an average of 20 hours per week (not to exceed 25 hours per week) with a maximum of 80 hours during any four-week pay period or 100 hours for any five week pay period.

Students at the University on F-1 or J-1 Visas are prohibited from working more than 20 hours per week during Fall, Winter, Spring, and Summer Quarters.

No student employee may be allowed to work more than 8 hours in a given day. Student employees must receive a 15 minute break after 4 hours if they are to work 8 continuous hours.

Students employed as a Graduate Assistant, Faculty/Staff, or Civil Service (including extra help) position will not be allowed to work as student employees.

#### Policy 25. Leaves

Student employees are not eligible for paid leaves such as vacation, paid holidays, disability leave, funeral leave, sick leave, or jury duty. However, these are considered excused absences. Students are eligible for such leaves without pay.

#### Policy 26. Worker's Compensation

Student employees are protected under the State of Louisiana's Worker's Compensation for injuries or illnesses arising out of and in the course of their employment. Worker's Compensation

is a broader coverage than group health insurance. If the injury/illness is accepted as a covered injury/illness, Worker's Compensation pays the doctor, hospital, and prescription drug bills connected with the injury or illness.

The supervisor must be verbally notified of the injury or illness immediately, or as soon as practical, depending on the circumstances.

The student must first report the injury/illness to their direct supervisor, then the Financial Aid Office. The student must also notify the Office of Human Resources to obtain the packet of forms to file a worker's compensation claim. If unable to return to work due to his/her injury or illness, the student must contact the Office of Human Resources concerning possible reimbursement of lost wages on a partial basis.

#### Policy 27. Work Schedules/Accountability

Students are expected to report promptly for assigned work hours. In the case of emergency, illness, or other serious reasons making it impossible to work that particular day, a student should contact his/her supervisor as soon as possible. Students are expected to sign in and out on their time sheet each work period.

#### Policy 28. Federal Work Study Program

Student employees who are receiving a Federal Work Study Program (FWSP) award have a pre-determined student work earnings limit. Should the student employee meet this earnings limit before the end of the award period, he/she may continue working under the following conditions: 1) Students may continue to be employed by their department if the department pays 100 percent of their wages without any further matching of FWSP funds; or 2) the student may be employed at another campus job so long as it is not funded by FWSP. Student employees are responsible to notify their supervisor if there has been a change in their FWSP award amount.

#### Policy 29. Elimination of Position/Notice

If a student employment position is to be eliminated before the end of the date specified in the Job Description, the student employee currently employed in that position shall be given a minimum of two weeks written notice prior to the termination of the position.

#### Policy 30. Student Resignation

Student employees should give at least two weeks written notice prior to leaving a student employment position.

#### Policy 31. Dress Codes

Employers may require dress codes when they are reasonable and rationally related to the purpose or function of the employing unit.

### Policy 32. Conflicts

Whenever conflicts arise between student employees and their employers, every effort shall be made to satisfactorily resolve the issue within the employing unit.

### Policy 33. Discharge

A student employee may be discharged only for cause and will be given the specific reason in writing at the time of the termination. A copy of this statement shall be kept on file by the employing unit for a period of five years. Causes justifying discharge shall include, but are not limited to:

- A. Recurring unauthorized and unexcused absences;
- B. Refusal to do work assigned or refusal to work properly assigned time period;
- C. Intentionally falsifying entry of hours worked on time records;
- D. Inability to perform tasks required by the nature of the position after completion of a reasonable training period;
- E. Violations of the University Student Conduct Code which occur in connection with student employment;
- F. Violation of the University policy concerning the Privacy Act in giving out confidential information from student records.

### Policy 34: Loss of Federal Work Study Award

If a Federal Work Study student is discharged from (2) two positions on campus, the student's Federal Work Study award will be canceled for the remainder of school year and/or no longer awarded Federal Work Study for future years depending on the reason for discharge.

The student does have the right to seek a Regular Funds student worker position. However, if a department calls the financial aid office for a reference, the financial aid office will report reasons for discharge from previous positions.

### Policy 35. Grievances

Grievances resulting from employment or termination may be filed in accordance with procedures outlined in the "Student Work Study Handbook" found on the Student Employment website.

### Policy 36. Pay for Holidays

Student employees are not allowed to work on official University designated holidays. The only exception is if the supervisor completes a Request to Work Official University Closure form and submits to the Director of Financial Aid before the holiday.

### Policy 37. Policies

No student worker may be employed under conditions which exceed the parameters of student employment policies or student wage rate policies.

Policy 38. Fraud

Fraud is a deliberate deception practiced in order to secure unfair or unlawful gain. Common examples of fraud in relations to student employment include:

- Altering/falsifying documents (changing an actual document), including checks, expense reports, and time sheets
- Forging signatures on documents, including checks, expense reports, and time sheets
- Payroll

Students who commit fraud will be terminated immediately and will not be allowed to hold future student employment positions with the University. In addition, the act of fraud will be reported to Campus Police and the Dean of Student Affairs. As such, it is imperative that all employees strive toward the prevention of fraud at the University.