



Student Employment

Purpose

This policy outlines the requirements for hiring students employed in student assistant positions and/or college work-study student assistant positions.

Persons Affected

Potential student employees, student employees, and their hiring departments are affected by this policy.

Definition

College work-study (CWS): A federal or state funded program designed to provide financial aid to those students choosing to earn a portion of their educational expenses. The Office of Financial Aid and Scholarships determines the student's eligibility for CWS employment in accordance with established federal guidelines.

Policy

Students seeking employment through the university may view jobs on the SFA careers website. Students must apply online and the hiring department will contact qualifying candidate(s).

Procedures

A. Paperwork and Training

All students employed by the university are required to complete new paperwork and training as part of new hire orientation before their first day of employment. If students have not worked on campus previously, they should also attend training provided by the Center for Career and Professional Development. It is the employing department's responsibility to ensure that all new student employees report to human resources for paperwork processing and, if applicable, complete training at the Center for Career and Professional Development before they begin work. Once the necessary employment forms and training have been completed, the student may be authorized to work on campus by human resources.

B. Student Assistant Employment

The employing department will complete an electronic personnel action form (EPAF) to set up the student's job assignment after receiving approval from human resources. Pay rate changes, funding account changes and additional assignments must also be completed on an EPAF. Termination of employment with the university and the ending of a job assignment are also documented through completion of the proper EPAF created by the employing department.



Student assistants may not exceed 115 total working hours per month (approximately 26.5 hours per week) for all assignments combined. This limitation applies to all semesters and includes summers and holidays. Exceptions must be reviewed and approved by human resources. Total working hours are any hours worked and owed compensation as defined by the Fair Labor Standards Act (FLSA). Total working hours may not exceed forty (40) hours in one week and student assistants can never work more than eight (8) hours in any 24-hour period.

To be eligible for employment during the fall or spring semesters as a student assistant, a student must be enrolled in six (6) or more semester hours. It is the employing department's responsibility to ensure that student assistants are enrolled for the required number of semester hours. Student assistants enrolled in less than six (6) semester hours must be approved by the dean of students on the related form. This form may be found on the human resources website. During the summer, student assistants must be enrolled in three (3) or more semester hours or be registered for courses in the upcoming fall semester to be eligible for summer employment.

Departments should contact human resources if they have questions concerning an appropriate pay rate. Students should be paid no less than minimum wage and no more than \$15.00 per hour. If a department wants to set up an internal pay structure for their department, they may contact human resources for assistance.

Job vacancies for students must be posted on the SFA careers website for a minimum of three calendar days before the employing department recommends appointment of a candidate to fill the opening, unless a waiver has been approved. In order to be considered for a student assistant position, students must apply online. It is the employing department's responsibility to notify human resources immediately when the job is filled by creating a hiring proposal and sending an email to close the posting. A department may request to waive the requirement of posting a student assistant position in unique circumstances by contacting the director of human resources in writing. Approval of such exception is authorized by the director of human resources or their designee.

C. College Work Study Employment

Departments that are allocated CWS funds should be aware of the following procedures:

Students working in CWS positions must obtain authorization from the Office of Financial Aid and Scholarships each semester they intend to work.

To be eligible for the CWS program, the student must first complete the Free Application for Federal Student Aid (FAFSA) by the established deadline. If the results of the need analysis indicate the student is eligible for CWS, and the student expresses an interest in the program, the financial aid and scholarships office will make the award accordingly.

The student must reapply for CWS each academic year. If the student wishes to be employed through the CWS program in the summer, they must request that the Office of Financial Aid and Scholarships review their file for eligibility. Students in the CWS positions who are



enrolled in less than six semester hours in the summer must have a FAFSA on file for the preceding academic year in order to be awarded summer work-study. These students must complete a Summer Work-Study form in the Office of Financial Aid and Scholarships and they must also meet the satisfactory academic progress policy. See SFA HOP 04-115 Satisfactory Academic Progress for Financial Aid Recipients.

Before beginning employment, each student must present a copy of their current year award notification from their mySFA account to the employing department. This notification will indicate the maximum amount of money the student may earn during a given semester(s) of employment by the university on a CWS account. It is important to note that this amount is the maximum amount that can be paid from a CWS budget. It is the employing department's responsibility to control the hours worked by the CWS employee to be certain that the student does not earn more than the amount of money allotted from CWS funds. The student must accept the work-study award before they can accept a work-study position.

Federal regulation specifies that work-study students cannot work during their regularly scheduled class hours. It is the responsibility of the employing department to ensure that working hours do not conflict with a student's class time. This can be determined by comparing the time clock entries with the student's class schedule. If after review by the Office of Financial Aid and Scholarships it is determined that a student has worked during regularly scheduled class hours, wages for those hours cannot be paid from CWS funds but will have to be paid by the employing department.

Once the student has earned the total amount of their CWS award, the department must prohibit the student from being paid from their CWS account. At that time, the department may choose to either pay the student out of their departmental account as a "student worker" or terminate the student's employment. If terminated, the department must complete an EPAF to make this change.

It is recommended that departments do not employ CWS students on their CWS funds and department accounts simultaneously. They should first exhaust their CWS allotment funds and then appoint the student to their departmental account.

A fall award notification allows the student to work from August through December. A spring award notification allows the student to work from January through May. A summer award notification allows the student to work from May through August. The division between the summer sessions is determined by the university's summer calendar. Exact dates vary from year to year and are determined by the Office of Financial Aid and Scholarships.

Student assistants may not hold any other position such as a graduate assistantship or temporary casual employment at the same time they are employed as a student assistant or work study assistant.

D. International Student Employees

International students working on campus must provide sufficient documentation validating work authorization. Federal regulations limit international student employees to 20 hours per



week while classes are in session (fall and spring semesters). Summer employment may not exceed 115 total working hours per month (approximately 26.5 hours per week). Exceptions must be reviewed and approved by human resources. International students will not be allowed to work until they have a social security number. Questions about documentation and identification requirements may be answered by human resources.

E. Graduate Assistantships

Employment authorization and processing of graduate assistants goes through the human resources office and the research and graduate studies office.

F. Nepotism

University policy regarding nepotism applies to student employment. See SFA HOP 03-208 Nepotism.

Related Statutes or Regulations, Rules, Policies, or Standards

Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
20 U.S.C. §§ 1087-51 – 1087-58
8 C.F.R. § 214.2(f)
34 C.F.R. § 675.20(c) & 675.16

SFA HOP 04-115 Satisfactory Academic Progress for Financial Aid Recipients
SFA HOP 03-208 Nepotism

Responsible Executive

Vice President for Finance and Administration, Director of Human Resources

Forms

Form I-9, Form W-4 (human resources)

Revision History

September 1, 2023 (original)