

## Student Employment

**Original Implementation:** June 18, 1987

**Last Revision:** April 14, 2015

This policy pertains to students employed in student assistant positions and/or college work-study student assistant positions.

1. Students seeking on-campus employment may view on-line jobs at <https://careers.sfasu.edu>. Students must apply on-line and the hiring department will arrange an interview.
2. All students employed by the university are required to complete an orientation process provided by human resources before their first day of employment. It is the employing department's responsibility to ensure that all new student assistants report to human resources for paperwork processing before they begin work. If students have not worked on campus previously, they should attend training provided by career services in the Rusk Building. It is the responsibility of the department to make sure the student workers attend this training. Once the necessary employment forms and trainings have been completed, the student may be authorized to work on campus. Students working in college work-study positions must obtain authorization from the financial aid office each semester they intend to work.

The hiring department will complete an electronic personnel action form (EPAF) to set up the student's job assignments. Rate changes and new account assignments must also be completed on an EPAF. Terminations from employment with the university and the ending of a job assignment are also documented through completion of the proper EPAF.

3. Student employees may not exceed 115 total working hours per month (approximately 26.5 hours per week). This limitation applies to all semesters, for the dates between the semesters, including 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.
4. To be eligible for on-campus employment during the fall or spring semesters as a student assistant, a student must carry 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. SFA student assistants enrolled for 1-5 academic hours must be approved by the dean of student affairs, as indicated on the Departmental Approval to Work While Enrolled for Fewer Than 6 Hours form. This form may be found on the student employment page of the human resources website.

During the summer, student assistants must be enrolled for three (3) or more hours of

coursework or be registered for courses in the upcoming fall semester to be eligible for student assistant summer employment.

5. 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.
  
6. Job vacancies requiring services of SFA students should be posted at <https://careers.sfasu.edu> for at least three days before the employing department recommends appointment of a candidate to fill the opening. In order to be considered an applicant for a student position, students must apply online. It is the employing department's responsibility to notify human resources immediately when the job is filled. A department may request to waive the requirement of posting a student 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.
  
7. College work-study (CWS) is a federal or state funded program designed to provide financial aid to those students choosing to earn a portion of their educational expenses. The financial aid office determines the student's eligibility for CWS employment in accordance with established federal guidelines. Departments allocated CWS funds should be aware of the following procedures:
  - A. The college work-study program is a form of student employment and is subject to the conditions outlined above.
  
  - B. To be eligible for the CWS program, the student must first complete the financial aid application for need-based aid 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 office will make the award accordingly.
  
  - C. The student must reapply for CWS each academic year. If the student wishes to be employed through the CWS program in the summer, he/she must request that the financial aid office review his/her file for eligibility in the preceding spring semester.
  
  - D. Before beginning employment, each student must present to the employing department a copy of their current year award notification from their MySFA account. 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 college work-study 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 personnel to be absolutely certain that the student does not earn more than the amount of money allowed from CWS funds. The student must accept the work-study award before he/she 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 financial aid office it is determined that a student has worked during regularly scheduled class hours, wages for those hours cannot be paid from college work-study funds but will have to be paid by the employing department.

Once the student has earned the total amount of his/her 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 worker out of their departmental account as a "student assistant" or terminate the student employee and must complete an EPAF to make this change.

It is recommended that departments do not employ CWS students on their CWS 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 financial aid office.

If questions arise concerning the college work-study program, call the financial aid office.

8. 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.

#### 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). 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.

Graduate Assistantships:

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

Nepotism:

University policy regarding nepotism applies to student employment. See Nepotism (11.16).

**Cross Reference:** Nepotism (11.16); Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359; 42 U.S.C. §§ 2751-2756(b); 8 C.F.R. § 214.2(f); 34 C.F.R. § 675.20(c)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Human Resources

**Forms:** Departmental Approval to Work While Enrolled for Fewer than 6 Hours (online), I-9 Form, I-20 Form, I-94, W-4 Form (human resources).

**Board Committee Assignment:** Academic and Student Affairs