

## **UNIVERSITY POLICY**

### **Student Employment Policy**

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The basis for student employment is to provide Slippery Rock University students with financial support in pursuit of their academic goals, provide opportunities for academic or administrative job experience, and meet the needs of the university. 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 Slippery Rock University in at least 6 credits,
- 2.) Appointed to a position designated as student employment, and
- 3.) Associated with the university primarily in the pursuit of an academic degree.

The university maintains a distinction between student appointments and ongoing regular appointments. These distinctions may include but are not limited to nature of work, hours worked, rate of pay and benefit eligibility.

Graduate Assistants (GA's) are paid based on their assistantship award. A Graduate Assistant's hours worked and logged into eTime **must at least** match the hours specified on their award. GA's are subject to the terms of their appointments, policies, and eligibility guidelines administered and monitored by Academic Affairs. Any hours worked in addition to the GA's award, should be posted in eTime at the undergraduate rate of pay.

Employment of international students is subject to federal regulations and special restrictions may apply. Contact the office of Global Engagement for information relating to the employment of international students.

Student employees are employed at will and serve at the discretion of the employing department at Slippery Rock University.

Slippery Rock University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, age/or veteran status in its programs or activities in accordance with Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

#### **SCOPE**

Compliance with the BOG Policy 1983-10: Guidelines for Student Employment, applies to all SRU student employees, including Graduate Assistants.

## PROCEDURE

### I. Enrollment

- A. Enrollment includes the period between two successive academic terms for which the student is enrolled and may include one “off” academic term in each academic year in which the student is not enrolled. The student employee’s status may be retained until the last day of final examinations of the academic session following either graduation or withdrawal from enrollment.
- B. Students must be registered for at least 6 credits in order to work for Slippery Rock University as a student employee (Graduate Assistants must follow their award agreement issued by Academic Affairs).
- C. When an individual’s association with the university is related primarily to the pursuit of an academic degree, whether or not enrolled on a full-time basis, they are **ineligible** to hold a regular, term, or temporary staff appointment during the academic year (Fall and Spring semesters).

### II. Work-Study Programs

- A. Federal Work-Study Program (FWS)
  1. FWS is a program funded by the federal government to help students with financial need earn money to pay for school and the government allocates a fixed amount each year to SRU. The Financial Aid Office determines students’ eligibility for FWS based on their FASFA. A student must indicate that they are interested in FWS and have financial need after other aid is applied.
  2. A student’s eligibility for FWS can change at any time due to changes in verification statuses or loans.
  3. A student who is work-study eligible is not guaranteed on campus employment and must apply for available positions through Slippery Rock University’s on Campus Student Employment Platform to be considered for on campus student employment.
- B. State Work-Study (SWS)
  1. State Work-Study is funded by the Pennsylvania Higher Education Assistance Agency (PHEAA).
  2. Students who live in Pennsylvania have the option to complete a PHEAA eligibility form every fall and spring before the deadline sent out by the Financial Aid Office.
  3. A student who is work-study eligible is not guaranteed on campus employment and must apply for available positions through Slippery Rock University’s on Campus Student Employment Platform to be considered for on campus student employment.

### III. Recruitment (On Campus Student Employment)

- A. All on campus student positions paid by University Payroll **must** be posted on Slippery Rock University’s student employment platform.
- B. All students **must** be directed to the online platform to apply for available on campus student employment positions.

#### **IV. Selection**

- A. Interviewing questions should follow guidelines and policies set forth by the Civil Rights Act of 1964; the Americans with Disabilities Act of 1990; and Interview Guideline Questions posted on Payroll and Student Employment's webpage.
- B. Employment decisions within Slippery Rock University are not and should not be based upon or influenced by family relationships. No student may work with or be supervised by an immediate member of their family. For more information, review **PASSHE's Conflict of Interest Policy and Ethics Act.**
- C. Students should be selected for employment based on their ability to perform the duties and tasks requested in the job posting.

#### **V. Training**

- A. All student employees are required to complete 5 mandatory trainings. Students will receive email communications about the trainings with direct links to the virtual sessions once they have completed the hiring process with University Payroll. New Student Employees will need to complete the trainings within 30 days of starting employment with SRU.
  - a. Diversity, Equity, and Inclusion Training (DEI) Mandatory Trainings:
    - i. Accommodating Disabilities
    - ii. Managing Bias in the Workplace
    - iii. Diversity and Inclusion (EDU)
  - 2. Additional Mandatory Trainings:
    - i. Protecting Youth
    - ii. Title IX Preventing Harassment
- B. Supervisors are responsible for training student employees to perform the tasks expected of them in regards to their position.
- C. Supervisors need to introduce student employees to their co-working peers, office employees, and any other individuals they will be working directly with in their position.
- D. Students should have clear expectations of their job tasks, work schedule, requesting off, etc.

#### **VI. Terms of Employment**

- A. Appointments
  - 1. Student employees are appointed on a temporary, part-time basis.
  - 2. Student employees may hold multiple appointments.
  - 3. Student employees are restricted to working 20 hours per week during academic terms in which they are enrolled at least 6 credits and 37.5 hours per week during their off academic term and official school breaks.
  - 4. International students may only work up to 20 hours per week to ensure compliance with their Visa status.
  - 5. If a nonexempt student employee works more than 40 hours in a work week, the overtime rate of 1.5 times the regular hourly rate must be applied to the excess hours. The overtime worked will be charged to all department cost centers associated with the students work schedule for the week of the overage.
- B. Vacation and Sick Leave
  - 1. Student employees do not accrue paid vacation or sick leave.

2. In the event of illness, a student employee must notify their supervisor as soon as possible for each day of absence.
  3. Arrangements for time off without pay are negotiated and approved within the employing department, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not relate to student employee work assignments.
- C. Holidays  
Student employees are not eligible for holiday benefit pay. In university offices where services are maintained on holidays and students are scheduled to work, the rate of pay is at their regular hourly rate.
- D. Jury Duty  
Time used by a student employee, in performance of jury duty or when summoned as a witness, must be treated as an excused absence without pay.
- E. Military Duty
1. A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extended U.S. military service, must be granted time off without pay.
  2. The student employee should provide advanced written or verbal notice of the call for impending training or active duty to the supervisor.
- F. Work Related Injury Leave  
Any work-related injury or work accident occurring during a student employee's work schedule must be reported to the Environmental Health and Safety Office immediately following the injury.

## VII. Hiring Process

- A. Newly hired student employees must complete the New Student Employee Packet located on Payroll and Student Employment's webpage in its entirety and initiate their ACT 153 Clearances **before their first day of work**. Students who will be working w/ minors must wait for clearance results before they can begin working.
- B. Employment eligibility (Form I-9) must be verified for all student employees by the Payroll and Student Employment department **before their first day of work**.
- C. Students **must** meet in person or virtually with a Payroll and Student Employment representative prior to their first day of work with their completed new hire paperwork, initiated clearances, new hire or add department form, and 2 forms of valid ID (listed on page 3 of the I-9 instructions which can be found on Payroll and Student Employment's webpage).
- D. All students **must** be given a Student new hire form or Add Department form.
- E. Department supervisors will receive an email from Payroll and Student Employment once a student has been cleared to work. Until such time, the student employee **cannot** be scheduled to work.

**VIII. Compensation**

- A. The Fair Labor Standards Act requires that student employees are compensated for the hours they work. Any hours over 40 in one week will be paid at the overtime rate.
- B. Students will be compensated hourly for the time they work at \$8.50 per hour.
- C. Departments will follow the Position Tier System when increasing student wages within their departments. Hourly rates range from \$8.50-11.00 per hour and are based on the skills and responsibilities set forth in the job description, not the skills and abilities of the student themselves.
- D. Students are responsible for tracking and entering their hours on eTime, Slippery Rock University's student employee web-based time clock. Hours not posted and signed on time may result in delayed payment for hours worked.
- E. Supervisors are responsible for approving student employees time worked based on the deadline schedule provided on Payroll and Student Employment's webpage. Late approvals will delay the student's pay.

**IX. Resolutions of Disputes**

- A. Students must bring concerns about their employment to the attention of their supervisor as soon as possible.
- B. Supervisors are expected to make good faith efforts at fair and equitable resolution, which includes informing the student of their decision.
- C. If an issue is unable to be resolved between the student and the supervisor, the Chief Human Resource Officer or the Assistant Vice President for HR/Compliance/Title IX should be notified immediately in order to proceed with the appropriate course of action.

**X. Termination**

- A. A student employee who resigns or is terminated must receive wages due for services rendered.
- B. A two-week written advance notice for resignation not due to graduation is expected from a student employee.
- C. Student employees are at will and serve at the discretion of the employing unit at Slippery Rock University.
- D. A student employee who is found in violation of university rules or policies or has engaged in misconduct may be terminated immediately without advanced notice.
- E. Termination of Graduate Assistants prior to the end of their appointment period must be reported to Academic Affairs and Payroll and Student Employment Immediately.

**VIOLATIONS/CONSEQUENCES OF NONCOMPLIANCE**

Student supervisors are responsible for ensuring their student employees comply with the information outlined in this policy. Unwillingness to comply with this policy will result in the position being deemed invalid.

**Policy Effective Date:**

Nov. 20, 2020

**Policy Updated:**

Mar. 5, 2021

**Policy Updated:**

Mar. 17, 2022