

PROCEDURE NO. 606.1

Area: Human Resources

Adopted: May 14, 1999

Certified by _____

Dr. Adolphus Andrews

Vice President

Administration and Finance

Revisions Approved:

SUBJECT: Student Employment Guidelines

I. General

- A. Enrollment, as used in the definition of student employment in the Policy, includes the period between two successive quarters for which the student is enrolled.
- B. 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 University appointment. Any employment at the University will be designated as student employment.
- C. A student position cannot be changed to a regular ongoing position without following the applicable procedures for the creation of, and hiring for, a regular position. (See Staff Employment Procedures.)
- D. Employment of non-CSU students in student employee positions may be approved at the discretion of the Office of Human Resources.
- E. State of Ohio minor labor laws should be consulted for the hiring of persons less than 18 years of age.

II. Responsibility

- A. The hiring and management of student employees is the responsibility of the appropriate hiring authority within the various colleges, departments and offices.
- B. The Office of Human Resources is responsible for establishing student employee classifications, titles, pay ranges and applicable guidelines.

III. Recruitment and Selection

- A. University administrators having the authority and funding to hire student employees have opportunities to recruit and select candidates from a variety of sources including, but not limited to, associations through academic programs and referrals from associates and organizations.
- B. Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from the Student Financial Aid office. That office oversees the work-study program, and implements regulations relating to it.
- C. Work authorization (Form I-9) must be verified for all student employees.

IV. Terms of Employment

- A. Hours of work and overtime
 - 1. Student employees are appointed on a temporary, part-time basis with all appointments totaling no more than 50% time (20 hours per week).
 - 2. Student may hold multiple student appointments. These appointments must be the same status, and should not total more than 20 hours per week.
 - 3. Hourly student employees are considered nonexempt employees for the purpose of determining overtime compensation. In the event a student 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.
- B. Vacation and sick leave
 - 1. Student employees do not accrue paid time off for the purpose of vacation or sick leave/
 - 2. It is not intended that student employees lose employment opportunities for reasonable absences related to illness. In the event of illness, a student employee should notify his or her supervisor as soon as possible on each day of such absence.

C. Holidays

Generally, student employees are not required to work on University designated holidays, and the holiday is taken by student employees without pay. In those University officers where services are maintained on holidays, and students are scheduled to work, the rate of pay is at the regular hourly rate.

D. Benefits

1. Workers' compensation

Student employees are covered by the provisions of the Workers' Compensation Law of Ohio. Workers' compensation provides medical, income and survivor benefits in the event of accidental injury, occupational disease or death occurring in the course of, and arising from, employment.

2. Social Security and Medicare Hospital Tax

All student employees are exempt from the pension portion of Social Security. In addition, student employees enrolled for at least 6 credit hours are exempt from Medicare Hospital Tax withholding.