

# Procedures for Northwestern State University

## Subject

### Student Employment (Q)

*Office of Student Financial Aid/Scholarships*

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## Definition of Student Employee, Student Employment and Student Employee Supervisor

### Student Employee

Student employees are individuals who are enrolled at the university during a respective semester and who are employed within the scope of these procedures. Student employees are short-term employees and their primary goal is academics. The purpose of having student employees is to assist with the administration of basic functions in various areas on campus. Compensation to student employees does not include fringe benefits such as sick leave, vacation leave, holiday pay, group insurance, or retirement benefits.

**NOTE: Student employees who graduate cease being a student on the day they graduate, thus making them ineligible to work under the classification of a “student employee” at midnight on the day in which they graduate, unless they are pre-registered for courses in another degree program in a following semester.**

### Types of Student Employment

Student employment will be awarded to students who meet the eligibility criteria as defined below:

1. Federal Work-Study Program (FWS) – Only those students eligible for federal aid (Title IV) may be employed in this category. **(Students employed in the FWS Program must be enrolled in at least 6 hours for a fall/spring semester; and at least 3 hours for a summer semester or be pre-registered for the following fall semester )**
2. NSU Employment – Covers two areas:
  - a. Scholarship – Students who were awarded an on-campus position by the University Scholarship Committee. **(Students employed under NSU Employment Scholarship must meet the enrollment requirements set forth in the scholarship award letter)**
  - b. General Student Labor – Students who were approved for an on-campus position and assigned through the Student Employment Office. This area also includes students hired by self-generated revenue areas. **(Students employed under general labor must be enrolled in at least 6 hours for a fall/spring semester; and at least 3 hours for a summer semester or be pre-registered for the following fall semester)**

**NOTE: All student employees hired through self-generated revenue areas must be paid out of that area’s own funding. The student employee is not eligible to also be paid by means of federal funding.**

**NOTE: University policy does not permit students to have two jobs at once on campus.**

**NOTE: Enrollment status for all student employees will be verified before the start of each pay period and when making new job assignments.**

### Student Employee Supervisor

Any individual who is employed by the university through means other than the student employment process may serve as a Student Employee Supervisor. The types of employment process that qualify an individual to be a Student Employee Supervisor include, but are not limited to Administrative Faculty, Classified Staff, Faculty, and Non-Classified Staff.

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#### **Job Location and Development (JLD) Program**

NSU participates in the JLD Program, which is one of the FWS programs. The JLD Program locates and develops off-campus job opportunities for students who want jobs regardless of financial need.

#### **Awarding**

Students eligible for FWS or NSU Employment (Scholarship) will be given first consideration for on-campus positions. FWS is awarded on a first-come, first-served basis through PARS (automatic packaging program) beginning with those students who have the most need. NSU Employment (Scholarship) is awarded to entering freshman for a period of four years by the University Scholarship Committee.

Students eligible for Title IV aid and who have not met their cost of attendance may also be eligible to receive FWS. Student employment budgets will be monitored and FWS will continue to be awarded until all funds are expended or until the end of the fiscal year, June 30.

Students not eligible for FWS and who have not been awarded NSU Employment (Scholarship), will be considered after the other employment sources have been researched. Throughout each semester, additional students will be evaluated to determine eligibility for work study. Students with unmet need and who have completed the appropriate paperwork will receive priority for placement.

Students may be given priority for on-campus positions if special skills or certain requirements are necessary for conducting business. Examples may include tutoring, lifeguarding, weekend or evening work, and long hours.

#### **Terms of Continued Employment**

##### Federal Work-Study

Since FWS positions are based on availability of funds, students are not guaranteed a job from award year to award year.

Each student employee must maintain Satisfactory Academic Progress (SAP) as defined in the university catalog. If a student does not maintain academic progress according to Northwestern State University's SAP policy, the student will lose eligibility for the upcoming semester or summer session unless the Financial Aid Appeals Committee approves an appeal or the student re-establishes his/her eligibility, as funding is available.

Student employees must be attempting at least 6 hours for the fall/spring semester or be attempting at least 3 hours for the summer semester. If students are not attending the summer session, they must be pre-registered for the following fall semester.

**NOTE:** Students who resign their registration will be terminated immediately as per university policy and federal regulations, with the exception stated above for summer employment.

##### NSU Employment (Scholarship)

NSU Employment Scholarships are awarded to entering freshman for a period of four years by the University Scholarship Committee. Students must be enrolled at least 12 hours each fall/spring and maintain a 2.5 GPA each fall/spring to continue employment.

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#### **Requesting Student Employees**

##### Initial Request for the Year

1. By June 15th of each year (priority deadline), departments interested in obtaining student employees may complete the Department Request Form indicating the number of student employees needed for the fall, spring, and summer semesters. The completed forms will be submitted to the Office of Student Employment.

##### Processing Initial Request

1. The Office of Student Employment will review requests from departments for specific student employees to be reassigned. Records will be checked to determine if students have been awarded FWS or NSU Employment and determine the number of hours each student may work.
2. Departments will be notified which students are assigned and the number of hours each student may work.
3. The Student Employment Counselor will make additional assignments to fill each department request as student employee's complete paperwork and positions become available. Departments will be notified as positions are filled.

##### Request for Additional Student Employees

1. A department may find it needs an additional student employee to fill a void that may have been created by a vacancy or an unplanned increase in workload. In these situations, the department may complete the Department Request for Additional Student Employees Form and submit to the Office of Student Employment.
2. Budget expenditures will be monitored throughout the fiscal year by the Office of Student Employment to determine if additional request for student employees may be granted.

#### **Personnel Matters**

##### Hiring

1. Student employees are responsible for completing all required student employment paperwork and the paperwork must be received by the Office of Student Employment prior to employment.
  - a. Student Employment Application
  - b. Federal W-4 Form
  - c. State L-4 Form
  - d. Employment Eligibility Verification – Department of Homeland Security, Form I-9
  - e. Employee Debt and Overpayment Form
  - f. Payroll Direct Deposit Form

**NOTE:** Student employees must not begin work until the department has been notified by the Office of Student Employment that the student has completed all required paperwork.

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**NOTE:** No minor under the age of 18 shall be employed until the employer has procured and has on file an employment certificate for such minor issued by the city or parish superintendent of schools.

No minor under the age of 18 shall be employed, permitted, or suffered to work for any five hour period without one interval of a least thirty minutes within such period for meals. Such interval shall not be included as part of the working hours of the day.

There are no time standards for minors 16 and 17 year of age regarding the number of hours worked per day or per week, however, minors shall receive an eight hour rest break at the end of each work day, before the commencement of the next day of work.

Documenting Hours Worked

Student employees must record time worked on a daily basis. For each day of the pay period, students must record the beginning and ending time worked on a Sign In/Sign Out sheet maintained by the supervisor.

Supervisors must review and sign the Sign In/Sign Out sheet attesting that the student employee worked the hours recorded. **Students are not allowed to work one day and record it as a different day.** Sign In/Sign Out sheets must be maintained on file by each department for a period of three years.

Supervisors may not allow students to work over their assigned hours. **EXCEPTION:** Supervisors must request prior approval in writing and receive special permission from the Office of Student Employment for students to work over their assigned hours. This permission is only given to essential services and on a special needs basis.

**NOTE: International students are NOT permitted to work more than 20 hours per week. All other students are NOT permitted to work more than 29 hours per week.**

**NOTE: The following consequences will occur if a student is allowed to work over his/her assigned hours and/or over 29 hours per week:**

- 1<sup>st</sup> offense – Written warning
- 2<sup>nd</sup> offense – Student employee will be removed from the assigned department and assigned to another department.

**NOTE: The following consequences will occur if a student is allowed to work over their assigned hours and/or over 29 hours per week in a department with self-generated revenue:**

- 1<sup>st</sup> offense – Written warning
- 2<sup>nd</sup> offense – Student's assignment as a student employee will be cancelled.

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Students ARE required to take a 30 minute lunch break within an 8 hour work day.

Students are NOT permitted to record any time on their time sheet until after they have actually worked.

Students are NOT permitted to work during times when they have classes scheduled. Early dismissal and class cancellation are not exceptions.

Students must record their own time on their own In/Out sheet.

All time in/out sheets must be completed in ink.

Supervisors will review all time in/out sheets for accuracy in regards to time worked, attendance, and mathematical computation. Any changes required will be marked through and initialed by the supervisor. Student employees are not to have access to their time in/out sheets after approval by the supervisor.

Following approval by the supervisor, time in/out sheets should be sent to designated time keepers in a sealed envelope.

In/out sheets must be turned in to the assigned departments on or before the time entry deadline. Time keepers must have all time entered by 12:00 p.m. the day of time entry and approvers will have until 3:00 p.m. that same day to approve.

If a student does not work during the pay period, the time keeper should not enter anything for the student. If a student did work but is unavailable to complete the time in/out sheet, the time will need to be entered on the following pay period.

Coordinating Work Schedules

Student employees are students first and employees second. Though it is important to have high standards on the job, it is also important to be flexible in order to accommodate academic obligations.

Supervisors should work with student employees to prepare work schedules that meet the needs of the department and complement the class schedule. **IMPORTANT:** Students are not allowed to work during scheduled classes.

**Students are NOT allowed to make up hours in a subsequent pay period.**

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Compensation and Payment

Students are paid on an hourly basis.

Rate of pay shall be federal minimum wage for FWS and NSU Employment students. EXCEPTION: Students participating in the Community Service Program will be paid a higher hourly wage to compensate for travel.

General Student Labor paid by a department budget: Students who were approved for an on-campus position and paid through a departmental budget can be paid with either federal minimum wage or 3 differential rates of pay as determined by the Office of Student Employment. **Rate of pay will be determined by the department at the time of hire.**

Wages paid to student employees are subject to federal and state income taxes.

Distribution of Wages

Students shall be paid on the Friday following the end of a pay period, unless otherwise notified by the Student Employment Office.

Wages will be distributed by check or direct deposit. Students may view their payroll history online through myNSU.

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#### **Ensuring Payment**

Time in/out sheets must be submitted to the designated time keepers no later than 8:00 on time entry day.

Time in/out sheets must be signed by the student employee and the supervisor. Time in/out sheets will not be entered and students will not be paid unless the proper signatures are secured.

Time in/out sheets not submitted when due will result in a delay of the student's paycheck until the next pay period.

The student employee and supervisor must certify the total hours worked by signing the time in/out sheet at the end of each pay period.

If a student's payroll check is lost, stolen, or mutilated they can complete an Affidavit Form for a check to be re-issued. NOTE: A check cannot be re-issued until a minimum of 10 days after the pay date.

#### **Disciplinary Actions**

On occasion it becomes necessary to correct a student employee's actions on the job. Speak to the student about the inappropriate or unacceptable behavior and document the discussion. Use the Corrective Disciplinary Action Form to guide the discussion with the employee. All disciplinary actions should:

- Explicitly state the inappropriate job-related conduct or unacceptable job performance of the employee
- Describe any previous efforts to make the employee aware of the need for a change in conduct or job performance pertinent to the situation or event
- State precisely what corrective measures are expected and in what time frame
- Specify the adverse personnel actions that will be administered

#### **Termination**

Student employees may be terminated for various reasons related to their status as a student and/or their job performance. The employee should be disciplined first and provided with an opportunity to take corrective action. If the supervisor decides to terminate the employee, notification of the dismissal must be in writing and include the reason for termination. Use the Termination of Student Employee Form.

A copy of the dismissal should be forwarded to the Office of Student Employment and a copy maintained in the department's file. Be sure to keep documentation of all conversations or conferences with the employee, as well as a record of incidences with dates and times. Students have the right to appeal their termination. If students choose to appeal they must complete the Application to Appeal Employment Termination Form.

Students have the option of filing a grievance by following the grievance policy. To receive information regarding a grievance, please see the Student Employment Counselor. These procedures should be used if students are dissatisfied with the amount of hours paid, supervision given by immediate supervisors, and other staff members, etc.