



POLICY STATEMENT 33 STUDENT EMPLOYMENT

POLICY DIGEST

Monitoring Unit: Olinde Career Center
Initially Issued: May 1, 1979
Last Revised: November 11, 2020

I. PURPOSE

To establish the policy governing the employment of students by the University. This PS is in support of PM 8 on the subject of Student Employment. Policies regarding graduate assistantships are found in PS 21: *Graduate Assistantships*.

II. GENERAL POLICY

Student employment can be a hallmark experience in a college student's journey, providing opportunities to develop and refine competencies necessary to be competitive in the world of work, build community and connections on campus, and earn income to meet financial obligations. In addition, student employees are an essential part of the University workforce. While student employment is mutually beneficial, the university acknowledges that student employees are students first and employees second.

A. Funding Sources

The employing department has three primary options for funding to pay student employees:

1. **Federal College Work Study Program:** This is a need-based federal program that provides funding for part-time jobs for undergraduate and graduate students allowing them to earn money to help pay education expenses. Units that hire students who qualify for this aid are able to use the funding source to pay the student's wages. There are a number of federal regulations around employment of these students that are explained in the Work Study Programs section below.
2. **President's Student Aid:** This is a merit-based program typically accompanying university scholarship offers to incoming undergraduate students. Units that hire students who qualify for this aid are able to use the funding source to pay the student's wages. Auxiliary units are ineligible use this source of funds. There are a number of university regulations around employment of these students that are explained in the Work Study Programs section below.
3. **Departmental Budget:** Departments may pay students directly from departmentally-controlled funds, which may come from a variety of sources including state allocations, grants, and private dollars.

Lump sum or one-time payments are not permitted for student employees. If extenuating

circumstances exist that would make a one time/lump sum payment the only logical payment method, request for an exception to issue the payment must be requested to and approved by the Student Employment Coordinator before the work can be performed. The approval should be attached in Workday when payment is loaded.

- B. To the extent possible, students should be afforded opportunities for employment on the campus which are related to their individual educational objectives. Any student may earn academic credit as well as compensation for their employment.
- C. Student employees are required to maintain a cumulative 2.0 GPA and may not be on academic probation or scholastic drop, as defined by the General Catalog. Employing departments may submit a formal request for an exception.
- D. Students who are classified as “degree only” are not eligible to work as a student employee.
- E. Newly-entering freshmen, transfer, and graduate students paid from departmental budget sources may be appointed two weeks prior to the start of their first semester at LSU.
- F. Continuing undergraduate and graduate LSU students paid from departmental budget sources may be appointed at any time during the academic year. Undergraduate and graduate students on departmental budget may work continuously throughout the year.
- G. A student on departmental budget who is required to be separated during a given semester due to not meeting student employment requirements may be reappointed after the last official day of that semester, provided they meet student employment requirements at that time. The last official day of the semester is Commencement Day for student employment purposes.
- H. Students separated due to not meeting university student employment requirements are not eligible for any other type of on-campus employment. (This does not apply to a former student employee gaining a full-time professional or unclassified position.)
- I. Student employees are not allowed to work more than 20 hours per week during the fall and spring semesters. In the event that a department wishes to exceed this limit, the supervisor may submit a request with justification. These requests are considered by the Student Employment Coordinator within the Olinde Career Center on a case-by-case basis. Receipt of approval of additional hours is required before the student can work additional hours. No student will be allowed to work more than 25 hours per week.
- J. Student employees holding campus jobs with more than one department may not work in excess of 20 hours per week unless approved by the Olinde Career Center as indicated in the preceding Section H. above.
- K. Students holding campus jobs are not allowed to work during their scheduled class time.
- L. Suspected payroll fraud must be reported to LSU’s Office of Internal Audit. Students determined, after an official investigation, to have committed payroll fraud will be terminated immediately. The LSU Police Department, the Office of Payroll, and the Office of Student Advocacy & Accountability will be notified of the findings of any investigation. State law

requires that any misappropriation of funds must also be reported to the District Attorney and the Legislative Auditor.

- M. Student employment is to be conducted in accordance with the nepotism provision of the Louisiana Code of Governmental Ethics (Act 443 of 1979 Louisiana Legislature), section 2-13 of the By-laws and Regulations of the Board of Supervisors, and the President's Memorandum of August 24, 1979, and PS-25 which states in part, "it shall be contrary to general University policy for persons related to each other in the first degree by blood or marriage to be placed in a supervisor-employee relationship. This restriction will apply to all forms of employment . . . including student workers."

III. PROCEDURES

A. Student Enrollment Status for Purposes of Student Employment

Students enrolled at least half time are eligible for student employment on campus. A half-time student is defined as follows:

1. Undergraduate Student - One enrolled in an undergraduate college for six or more hours of resident credit. For the summer term, a student must carry at least three semester hours to be classified as half time.
2. Graduate Student - One enrolled in the graduate school for five or more semester hours in the fall and spring semesters or for three hours in the summer term.

A student retains that status for student employment during winter break and other vacation periods, excluding summer.

During the last semester prior to graduating, an undergraduate student enrolled in fewer than six hours will be eligible for student employment if the student schedules all courses required for graduation and diploma fees have been assessed.

B. Summer

1. An undergraduate or graduate student not enrolled in summer classes can work up to 40 hours per week during the summer as long as they were enrolled at least half-time for the prior spring semester and are enrolled at least half-time for the upcoming fall semester.
2. Supervisors should monitor average hours throughout the appointment term to ensure compliance with the Affordable Care Act (ACA). Under the ACA, a full-time employee is an employee who works an average of 130 hours per month (not including Federal Work Study hours) within a 12-month look back period and is therefore eligible for employment benefits.
3. The first date students are eligible to begin working 40 hours per week during the summer is the Monday after the week of spring semester finals.
4. Students enrolled in summer courses are eligible to work a maximum of 20 hours per week while class is in session.
5. Incoming students are not allowed to be appointed as student employees during the

summer prior to the first semester they are enrolled.

C. Specialized Requirements and Guidance for Work Study Programs

1. Undergraduate students funded through the College Work-Study Program or President's Student Aid Program may begin working one week prior to the start of the semester in which they enroll.
2. The last day for undergraduate students funded through the College Work-Study Program or President's Student Aid Program to work for the academic year is Commencement Day.
3. College Work Study funding may be utilized to pay the wages of student employees over the summer if the student qualifies and is enrolled in at least six credit hours of coursework.
4. Student employees participating in the College Work-Study Program or the President's Student Aid Program are only allowed to be appointed to one account in which the funding source is the College Work-Study Program or the President's Student Aid Program.

D. Student Employment Processes

1. The Student Employment Partner within each unit is responsible for ensuring that a student is eligible for campus employment, including I-9 compliance.
2. The student employee must complete Section 1 of Form I-9 by their first day of work. The employing department must complete Section 2 of Form I-9 by the end of the third business day after employment commences, even if the employee is not scheduled to work for some or all of that period. For persons hired for three days or less, the entire form must be completed no later than the first day of work for pay. The Employment Start Date on the I-9 should reflect the student employees first day actually working in the position.
3. Non-compliance of any part of the Form I-9 (whether in tardiness, errors, incompleteness, falsification, etc.) has serious consequences to the University including significant penalties which may be passed along to the department for failure to comply.
4. Student employees who do not have the Form I-9 completed within the legal time frame, do not have proper authorization to work which could result in the termination of employment.
5. Full-time high school students and full-time undergraduates attending a college or university other than LSU are eligible for employment by LSU departments; however, preference must be given to hiring LSU students.
6. Graduate Assistants will not normally hold other campus employment; however, this may be possible with the approval of the Graduate School and the department granting the assistantship. In all cases, however, the provisions of PS 21 *Graduate Assistantships* shall apply.
7. International students on non-immigrant visas should have a valid Social Security number. In general, an international student is eligible for employment if they hold an F-1 or J-1 visa, demonstrates that the work will not interfere with their ability to pursue

a full course of study, and shows a need to work to pay for educational expenses.

8. International students who are eligible for student employment are not allowed to work over 20 hours per week. There is no exception to this regulation. According to the U.S. Citizenship and Immigration Services, on-campus work is limited to no more than 20 total hours per week of employment while school is in session, except during official university breaks and holidays, for F-1 and J-1 international student status holders (Citation of the Code of Federal Register: 8 C.F.R. 214.2 (f) (9) (i)).
9. Each employing unit must provide each student employee a copy of its written policies for student workers. Items covered should include procedures for clocking in and out and reporting absences and tardiness, taking breaks, mandatory trainings, performance evaluations, etc.
10. Job descriptions for each type of student job in each department must be included with the employment requisition in Workday. A copy of the job description must be provided to the student employee upon hire and must be readily available for review within each department.
11. Students performing the same type of work with the same degree of competency should receive the same rate of pay.
12. Each department must have a policy outlining how students may receive an increase in rate of pay. Increases shall be applied in a fair and equitable manner with justification. Pay differentials should be recognized when the student gains job experience, when work is performed in an exceptional manner, or when additional duties and responsibilities are assumed by the student. Increases in rates of pay shall become effective as of the first day of the pay period in which the increase is reported.
13. Each department is responsible for maintaining weekly time records for its student employees and for certifying that the time reported is correct. Students must record time daily and all the actual start and stop times of work for the given day should be documented. Rounding of hours is prohibited and cause for payroll fraud. If the student inputs their own time in Workday and it routes to their manager for approval, the record in Workday is the official timesheet.
14. If a department chooses to use paper timesheets and the Timekeeper enter time in Workday for student employees, time sheets must be signed by the student and maintained in the employing unit for at least three years. Time sheets are to be completed in ink and maintained by the supervisor at all times. Once the original time sheet has been signed by the supervisor, it should not be returned to the student for any reason.
15. Student employees must be paid for all hours worked.
16. Minimum and maximum pay rates are established as necessary by the Olinde Career Center. Departments will be informed when changes occur. Any exceptions to the maximum pay rate must be approved by the Olinde Career Center's Student Employment Coordinator.
17. Student employees who are eligible to work up to 40 hours per week during the summer

semester, between semesters, and other vacation periods should never be allowed to work in excess of 40 hours per week during these designated times or in a regular semester. In the event of this occurrence, the department allowing this will be sanctioned. In addition, any hours worked in excess of 40 in a work week must be paid at time and a half, in accordance with the Fair Labor Standards Act.

18. Student employees are not eligible for holiday pay or fringe benefits.

19. As at-will employees, student employees may be terminated at any time.