

Policy Type: Institutional

Applies to: Traditional Undergraduate, Graduate and Post-Bac Student Employees

---

## **POLICY DATES**

Issued: 11/02/17

Revised: 8/24/22

Edited:

Reviewed: 8/24/22

The purpose of student employment is to assist with meeting the needs of the university and to provide students with an opportunity to financially contribute to their academic goals. Undergraduate, graduate and post-bac students are eligible for campus employment which is funded by the institution and/or federal government. Priority for campus employment will be given to undergraduate students. Supervisors should exhaust their options for hiring undergraduates prior to making an offer to a graduate or post-bac student.

---

## **Policy Details**

### **Academic Year Employment**

- Students must be enrolled full-time in an on-campus program. Students enrolled in an online-only program are ineligible for student employment.
- Undergraduate students are given priority over graduate and post-bac students. Graduate and post-bac students may be hired if the hiring supervisor is unable to find an undergraduate student that meets the qualifications.
- During the academic year, all students may work a maximum of 20 hours per week. For breaks that are one week or longer, students can work a maximum of 40 hours per week. If a student holds more than one job, the combined hours worked cannot exceed the weekly maximum hours allowed.
- Student wages are included in departmental budgets. Wages cannot exceed the amount budgeted by the department.
- The work week goes from Sunday through Saturday.
- Students will be paid minimum wage unless differential wages are approved by President's council.
- Supervisors must complete a work authorization for students prior to the student beginning work.
- Students must complete HR forms with Payroll prior to beginning work

### **Summer/Winter Break Employment**

- Students are not eligible to work over the summer/winter breaks after they have graduated.
- Students cannot have a Business Office hold on their account.
- Students must be registered for the summer/winter semester or full-time for the semester following the break.
- New students who have paid their enrollment deposit and have registered full-time for the fall semester may work during the summer semester.
- Summer break employment begins the day after the spring semester and ends the day before the fall semester.
- Winter break employment begins the day after the fall semester and ends the day before the spring semester.
- The work week goes from Sunday through Saturday; Students can work up to 40 hours per week; no overtime is permitted. If a student holds more than one job, the combined hours worked cannot exceed the weekly maximum hours allowed.
- Student wages are included in departmental budgets. Wages cannot exceed the amount budgeted by the department.
- Supervisors must complete a work authorization for students prior to the student beginning work.
- Students must complete HR forms with Payroll prior to beginning work

# Student Employment and Hiring Policy

## ADM 11.0

### Student Financial Aid

---

#### PROCEDURE

---

Issued: 11/02/17

Revised: 8/24/22

Edited:

Reviewed: 8/24/22

#### Student Hiring Procedures

1. Departments are required to post their open student employment positions through Student Financial Aid.
  - Supervisors should email the Student Employment Coordinator the following information for the job to be posted: anticipated start date, job responsibilities, job qualifications, work schedule, average hours per week, and the number of positions available.
2. Departments are not required to complete a job posting if they are hiring a student that held the position in the previous academic year.
3. Students applying for the job will complete the online application. Completed applications will be forwarded to the supervisors.
4. Once a student has been selected, the supervisor should complete an electronic work authorization through Student Financial Aid.
5. Supervisors are responsible for making sure students have completed HR forms with Payroll before they begin working.
  - A student will not be paid until HR forms have been completed. Student Financial Aid will not be responsible for students that have not completed HR forms. It is the responsibility of the department to make sure all requirements are completed.
6. Budget officers will be responsible for reviewing their student workers and earnings each month.
  - Student Financial Aid will send a list of students and their earnings to budget officers at the end of each month. Budget officers should make sure the earnings listed are in line with the hours worked. Budget officers are also responsible for tracking earnings and the amount spent in the department budget.

#### Responsibilities

Position or Office	Responsibilities
Student Financial Aid	

#### Contacts

Position	Office	Telephone	E-mail/URL
Student Financial Aid	Student Financial Aid	330-823-2674	<a href="mailto:finaid@mountunion.edu">finaid@mountunion.edu</a>

#### History

---

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued: 11/02/2017

Revised: 8/24/2022

Edited:

Reviewed: 8/24/2022