

Student Employment and Hiring Policy

ADM 11.0

Student Financial Aid

Policy Type: Institutional

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

POLICY DATES

Issued: 11/02/17

Revised: 1/28/19

Edited:

Reviewed: 1/28/19

1.1 Student Eligibility

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. 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 student.

1.2 Student Hiring Procedures

Departments hiring student workers in Fall 2018 or later are required to post their open student employment positions. Establishing a job posting requirement will ensure that all students seeking employment have a fair and equal opportunity to apply for available positions.

Policy Details

- I. Student Eligibility
 - A. Traditional undergraduate students:
 1. First year students can earn up to \$1,800 per academic year. Returning students can earn up to \$2,500 per academic year. Students nearing their respective caps can be granted an exception by the Director of Student Financial Aid and the Budget Officer if the supervisor still has funds remaining in their budget.
 2. Students will be paid minimum wage unless differential wages are approved by President's council
 3. Student must complete W-4 paperwork in Human Resources prior to beginning work
 4. Students must be enrolled full-time to maintain employment.
 - B. Graduate and Post-Bac students:
 1. Full-time Graduate and Post-Bac students are eligible for campus employment which is funded by the institution.
 2. Departmental budgets will not increase for the hiring of graduate students unless the increase is approved through the budget process
 3. Students must be enrolled full-time in an on-campus program. Online graduate students are not eligible for campus employment. Students can begin working upon the start of their classes each year.
 4. Graduate and Post-Bac students can earn up to \$2,500 per academic year
 5. Graduate students will be paid minimum wage unless differential wages are approved by President's council
 6. Student must complete W-4 paperwork in Human Resources prior to beginning work
 - C. Summer Student Employment
 1. Students are not eligible to work over the summer after they have graduated
 2. Student must be cleared through the Business Office
 3. Student must be registered full time for Fall semester
 4. New students who have paid their enrollment deposit and have registered full time for the Fall semester may work during the summer term
 5. Summer work begins the day after the Spring semester ends
 6. Summer work ends the day before the Fall semester begins

Student Employment and Hiring Policy

ADM 11.0

Student Financial Aid

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

7. The work week goes from Sunday through Saturday; Students can work up to 40 hours per week; no overtime is permitted.
 8. Student hiring procedures apply to summer term
 9. Student must complete Human Resources paperwork prior to beginning work
- II. Student Hiring Procedures
- A. Departments hiring student workers in Fall 2018 or later are **required** to post their open student employment positions. The Student Employment Coordinator will remove the job posting once the position has been filled.
 1. Supervisors must complete the job posting form on iRaider and submit to Student Financial Aid. Student Financial Aid will post the position on the student job book.
 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 through iRaider. Completed applications will be forwarded to the supervisors. This will allow Financial Aid to track applicants.
 4. Once the position has been filled, the work authorization should be submitted through iRaider
- III. Supervisors are responsible for making sure students have completed employment withholding forms with Payroll **BEFORE** they begin working.
- A. A student will not be paid until employment withholding forms have been completed. Student Financial Aid will not be responsible for students that have not completed employment withholding forms. It is the responsibility of the department to make sure all requirements are completed.
- IV. Budget officers will be responsible for reviewing their student workers and earnings after each pay period.
- A. Student Financial Aid will send a list of students and their earnings to each budget officer at the end of the pay period. Budget officers should make sure the earnings listed are in line with the hours worked. Budget officers are also responsible for tracking earnings and amount spent in department budget.

PROCEDURE

Issued:

Revised:

Edited:

Reviewed:

- I. Supervisors complete the online "Student Job Posting Form"
 - A. iRaider → Menu → Forms → StudentJobDescription
 - B. applicants will complete the online employment application and the supervisor will be notified by Financial Aid as students apply.
- II. Supervisor should complete a Student Work Authorization to Student Financial Aid when position has been filled.
 - A. iRaider → Forms → Supervisor → Student Work Authorization
- III. Supervisor should ensure that the student has completed the employment withholding forms.
- IV. Budget officers will review student workers and earnings after each pay period.

Responsibilities

Position or Office	Responsibilities
Student Financial Aid	

Student Employment and Hiring Policy

ADM 11.0

Student Financial Aid

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

Contacts

Position	Office	Telephone	E-mail/URL
Student Financial Aid	Student Financial Aid	330-823-2674	finaid@mountunion.edu

History

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

Issued: 11/02/2017

Revised: 1/28/2019

Edited:

Reviewed: 1/28/2019