

**Document Number: PS-33**  
**Title/Topic: Student Employment**  
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**Category: Policy Statement**

## STUDENT EMPLOYMENT

### PURPOSE

To establish the policy governing the employment of students by the University. This PS does not pertain to students holding graduate assistantships. Policies regarding graduate assistantships are found in PS-21 (Graduate Assistantships).

### DEFINITION OF STUDENT FOR CAMPUS EMPLOYMENT PURPOSES

Only full-time students will be approved for campus employment. University policy defines full-time student as follows:

1. UNDERGRADUATE - One enrolled in an undergraduate college for 12 or more hours of resident credit. For the summer term, a student must carry at least 6 semester hours to be classified as full-time.
2. GRADUATE - One enrolled in the graduate school for nine or more semester hours in the fall and spring semesters or for six hours in the summer term.
3. LAW - One enrolled for 12 or more semester hours of resident credit, including non-credit courses.

A full-time student retains that status for student employment during the Christmas, summer, and other vacation periods. During the last semester prior to graduating, an undergraduate student will be considered to be full-time for purposes of employment if the student schedules all courses required for graduation.

An undergraduate student employee must be a full-time student during the spring semester if he or she desires to work as a student employee during the summer term without enrolling for classes.

If an undergraduate student enrolls as a full-time student for the semester, but is forced to drop courses after the semester begins for valid academic or personal reasons, he or she may continue to work provided that the student indicates to the Director of Student Aid and Scholarships his or her intention to resume full-time enrollment the following regular semester.

Full-time high school students and full-time undergraduates attending a college or university other than LSU are eligible for employment by departments on this campus; however, preference must be given to hiring LSU students by ensuring that the Job Location and Development Office is notified for positing of the position and referrals. At least a two-week time period must be given to determine there are no available LSU students before offering a position to a non LSU student.

### GENERAL POLICY

The University recognizes that student employees can make contributions to the functioning of the University by performing services that might not be economically feasible if the service of a full-time employee were required. At the same time, it is recognized that a student employee should be a student first and an employee second.

In accordance with this philosophy, the following policies have been developed:

1. To the extent possible, students should be afforded opportunities for employment on the campus which are related to their individual educational objectives.
2. Students holding part-time campus jobs should not be allowed to work more than 20 hours a week during the fall and spring semesters. In the event that a department wishes to have a student work over 100 hours during any one month of the fall and spring semesters, proper justification must be submitted to the Office of Student Aid and Scholarships before the student has worked the hours.

3. Student employees are required to be in good academic standing in the University.
4. All student employee documentation must be processed through the Office of Student Aid and Scholarships which certifies a student's eligibility for employment.
5. Graduate Assistants will not normally hold other campus employment; however, this may be possible with the approval of the graduate school, the department granting the assistantship, and the Office of Student Aid and Scholarships. In all cases, however, the provisions of PS-21 (Graduate Assistantships) shall apply.
6. International students on non-immigrant visas must have the International Student Office declare them eligible to work before they can be employed by the University. In general, an international student is eligible for employment if he or she holds an F-1 or J-1 visa, demonstrates that the work will not interfere with his or her ability to pursue a full course of study, and shows a need to work to pay for educational expenses.
7. Full-time high school students and full-time students attending colleges other than LSU are eligible for unemployment insurance benefits and are listed on reports to the State for unemployment benefits.
8. Grievances arising out of student employment shall be handled in accordance with PS-48 (Student Appeal Procedures), except that grievances involving graduate teaching assistants shall be handled in accordance with the provisions of PS-21 (Graduate Assistantships).
9. Student employees are not eligible for holiday pay or fringe benefits.
10. Services of student employees may be terminated by giving such employees reasonable notice. "Reasonable notice" shall be interpreted to mean written notice given at the time the action is instituted by the student employee's immediate supervisor and effective after a period of time equivalent in days to the usual payroll period of the student employee.

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."

#### SOURCE

PM-8 on the subject of Student Employment, revised January 19, 1989.

#### OPERATING PROCEDURES

A student may be employed by the University only after proper clearance has been obtained from the Office of Student Aid and Scholarships, which shall certify that the student is eligible for campus employment according to the policies approved by the University. International students should have a valid Social Security number and must be declared eligible by the International Student Office.

Each employing unit should have in place a written policy for its student workers. Items covered should include procedures for clocking in and out and reporting absences and tardiness, taking breaks, student supervision, etc. Job descriptions for each type of student job in the department must be on file and readily available for review. 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.

Students performing the same type of work with the same degree of competency should receive the same rate of pay. Pay differentials should be recognized when the students 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. Each department is responsible for maintaining daily time records for its student employees and for certifying that the time reported is correct.

Minimum and maximum pay rates are established as necessary by the Office of Student Aid and Scholarships. Departments will be informed when changes occur.

Departments should list jobs for student workers under titles that seem most appropriate to the work being performed. Examples of typical job classifications for student employees are as follows:

STUDENT WORKER (LIBRARY) - involves shelving books and serials, reading stacks, sorting and alphabetizing catalog cards, assembling newspaper material and other library duties.

STUDENT WORKER (OFFICE) - involves general office work such as typing, filing, answering the telephone, etc.

STUDENT WORKER (FOOD SERVICE) - involves waiting on tables and other activities related to food service operations.

STUDENT WORKER (LABORATORY) - involves assisting faculty members in laboratory activities.

STUDENT WORKER (RESEARCH) - involves assisting faculty members in research projects.

STUDENT WORKER (VISUAL AIDS) - involves operation and maintenance of visual aids equipment such as cameras, slides, etc.

STUDENT WORKER (AGRICULTURE) - involves farm, horticultural or other related work.

STUDENT WORKER (THEATRE) - involves various activities associated with theatrical productions and general theatre work.

STUDENT WORKER (GRADER) - involves assisting faculty members in marking and evaluating procedures.

STUDENT WORKER (DRAFTING) - involves mechanical drawing of an elementary nature.

STUDENT WORKER (SHOP ASSISTANT) - involves mechanical and maintenance work associated with shop duties.

STUDENT WORKER (BUILDING MAINTENANCE) - involves maintenance work in buildings.

STUDENT WORKER (GROUNDS MAINTENANCE) - involves upkeep of grounds.

STUDENT WORKER (RECREATION) - involves duties such as those of equipment manager, life guard, referee, playground supervisor, etc.

STUDENT WORKER (PAGE) - involves performance of services in offices and buildings other than maintenance or clerical work.

STUDENT WORKER (DESK ATTENDANT) - involves duties associated with a particular desk station, such as information desk, a check-out desk, etc.

STUDENT WORKER (CASHIER) - involves receiving and disbursing money.

#### Policies and Procedures

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**Document Number: PM-8**

**Title/Topic: Definition of Student for Campus Employment Process**

**Effective Date: 01/06/2000**

**Revision Number: 01/19/89**

**Category: Permanent Memoranda**

January 6, 2000

Memorandum to: Chancellors Cavanaugh, Costonis, Emmert, Marsala, Nunez, O'Brien, Richardson, Trail, and Executive Director Bouchard

Subject: Revision of PM-8

This memorandum supersedes PM-8 dated January 19, 1989.

Definition of Student for Campus Employment Purposes

Only full-time students will be approved for campus employment as student employees. A full-time student retains that status for student employment during the student's Christmas, summer and other vacation periods. During the last semester prior to graduating a student will be considered to be full-time for purposes of employment if the student schedules all courses required for graduation. Full-time high school students and full-time students attending a college or university other than LSU are eligible for employment by LSU; however, preference is to be given to hiring LSU students when available. Full-time students attending a vocational-technical or proprietary school that is approved by the state in which located or accredited by a recognized regional accrediting association are also eligible for employment. An exception is made for students working on the Federal Work-Study Program. Students on this program must be enrolled at least half-time. Residents and interns are not considered to be students under this policy.

#### General Policy

The University recognizes that student employees can make contributions to the functioning of the University by performing services that might not be economically feasible if the services of a full-time employee were required. At the same time, it is recognized that a student employee should be a student first and an employee second. In accordance with this philosophy, the following policies are provided:

To the extent possible, student employment should be related to their individual educational objectives.

Students holding part-time campus jobs should not be allowed to work more than 20 hours per week during the fall and spring semesters. In the event a department wishes to have a student work more than 20 hours in any week during the fall and spring semesters, proper justification shall be submitted to the office handling student employment.

Student employment is to be conducted in accordance with the nepotism provisions of the Louisiana Code of Governmental Ethics (Act 443 of the 1979 Louisiana Legislature), Section 2-13 of Regulations of the Board of Supervisors and the President's Memorandum of August 24, 1979.

Graduate assistants should not normally hold other campus employment.

International students on nonimmigrant visa must have their eligibility to work determined by the student employment or other appropriate office before they can be employed by the University.

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

Student employees should be in good academic standing. Once employed by LSU, students are required to notify the employing department of any change in their full time status or in their academic or disciplinary standing at the institution.

Student employees may be terminated at any time.

#### Personnel Action Processing

Unless another designation is made by the Chancellor, all student employees are to be processed through the office that handles campus student employment for certification of the student's eligibility for employment according to University policies.

Full-time high school students and full-time students other than LSU students are eligible for unemployment insurance benefits and are listed on reports to the State for unemployment benefits.

#### Student Pay Scales

Unless an authorizing program requires payment at a specific wage rate, student employees are to be paid not less than the minimum Federal wage rate.

Students performing the same type of work with the same degree of competency should receive the same rate of pay. Pay differentials may be recognized when the student gains job experience, when he or she performs work in an excellent manner, or when he or she assumes additional duties and responsibilities.

William L. Jenkins  
President