

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:03

DATE: June 2014

REVISION/REVIEW DATES:

SUBJECT: Student Employment Program Policy

APPROVED: John M. Beehler, President

PURPOSE

The purpose of the student employment program is to facilitate the attainment by the student employee of his/her educational goals. This applies to all types of student employment. Students interested in working on campus have opportunities for employment through three types of student employment: Federal Work Study, University Aid, or Graduate Assistantship. The job duties and responsibilities of student employees vary greatly, and may or may not be related to the student's field of study.

ELIGIBILITY

For a student to receive financial assistance through employment, the minimum semester credit hour enrollment requirements must be met as designated by the type of student employment. Students are responsible for meeting the minimum enrollment requirements. Receiving financial assistance to which a student is not entitled or receiving financial assistance and then dropping to below the required number of semester credit hours may constitute a violation of University policy and state and/or federal law. As a result, the student worker may be required to repay any financial assistance received.

All students may only begin working after the supervisor has confirmed that the student's contract has been approved and received by the Office of Human Resources.

Due to tax considerations, students may not be employed simultaneously as a staff and a student employee.

Students may not be employed in the same administrative unit where a family member is employed and has direct or indirect supervision over the student employee. For purposes of this policy, immediate family members include, but are not limited to, parents, children, spouses, brothers and sisters, or in-laws.

TYPES OF STUDENT EMPLOYMENT

Federal Work Study - Students must first determine if they are eligible for the Federal Work Study program by visiting the Student Financial Services Office (Room 107, Angle Hall). This is a federally-subsidized program and eligibility is determined by financial need and other factors. Federal Work Study allows the student to work on campus for a specified number of hours per week.

If it is determined that a student is eligible for the Federal Work Study program, he/she can review online the JSU Employment Opportunities for listed positions, or inquire directly in departments on campus to see if they have a need for a work study student. The department hiring the student will work with the student to set hours that meet the needs of the department and the availability of the student. The student may work up to 15 hours per week. The Federal Work Study student will receive no university benefits, and employment is not guaranteed. Federal Work Study is processed through the Office of Student Financial Services.

University Aid – This program is available for students who do not qualify for Federal Work Study employment. Students may be an undergraduate or a graduate student. This program allows the student to obtain work experience on campus in offices, labs, the library and other areas. This program is funded entirely by the university. Working hours will be determined by the needs of the department and the availability of the student. **Student workers may not work in excess of 26 hours per week.** The University Aid student will receive no university benefits, and employment is not guaranteed. The student will need to meet the expectations of the office in which he/she is employed. University Aid contract ([Form 56](#)).

Graduate Assistantship – This type of employment is available only to students who are enrolled in Graduate School and whose employment is managed through the Graduate Office (Room 321 Angle Hall). Graduate assistants may work in office, computer labs and, in some instances, may assist a faculty member in teaching a course. Graduate Assistantship contracts are processed through the Office of Graduate Studies.

INTERNATIONAL STUDENTS

International students may work on campus provided they are in the U.S. on an F-1 Student Visa or a J-1 Exchange Visitor Visa, and enrolled as a full-time student. **Eligible international students may not work in excess of 26 hours per week due to visa restrictions.** F-1 and J-

1 visa students do not qualify for Federal Work Study. Once offered a job, the international student must obtain a Social Security card from the Social Security Administration prior to working.

ADMINISTRATION OF STUDENT EMPLOYMENT

The Office of Human Resources administers the hiring program for student employees. While some offices prefer to handle their own recruitment of student employees, the Office of Human Resources is available to post student positions on the online employment system upon request. Departments wishing to post a Federal Work Study, University Aid, or Graduate Study position should email HRNewhires@jsu.edu or contact the Office of Human Resources at extension 5007. The department has the option of requiring students to apply in the e-recruiting online program, PeopleAdmin or have applicants directed to the hiring department.

The Subject line should say POST STUDENT JOB. Include in the body of the email specifics such as:

- Federal Work Study, University Aid, Graduate Study;
- Number of hours per week;
- Minimum GPA required (if any);
- Work availability requirements (if specific times and days needed);
- Particular skill sets needed;
- Number of positions needed;
- Contact person, offices address, and times available to apply. (Add phone number and email if you wish to be contacted by students in that manner)

JOB SEARCH

Students are responsible for securing their own employment. Student employment positions may be advertised on the JSU Job Opportunities web site at <https://jobs.jsu.edu/>. This is an optional posting location for student employment. Students are also encouraged to contact each department to inquire and express interest. Each job list on the Job Opportunities web site will contain a job summary and instructions on how to apply (either online or list contact information). Students are encouraged to secure Federal Work Study positions prior to the beginning of the Academic Year since funds are limited and positions are filled quickly.

REQUIRED STUDENT EMPLOYMENT FORMS

Once the student is selected, the hiring department will complete and submit the appropriate contract through channels to the Office of Human Resources before the student is allowed to work. A Student Employee Orientation schedule will be posted on the HR web page. If student

employment begins other than the beginning of a semester, the student will be required to report to the Office of Human Resources, Room 329, Angle Hall, on the first day of employment to complete necessary federal and state tax forms, I-9, and direct deposit forms. Students must submit appropriate identification to complete the form I-9 and a voided check for direct deposit purposes. These forms and instructions are available for download at:

<http://www.jsu.edu/hr/hrforms.html>. If the student does not have a check available, the second direct deposit form in the download may be taken to his/her bank for completion and returned to the Office of Human Resources. Official student employment files will be kept in the Office of Human Resources.

ORIENTATION & TRAINING

New hire student workers must attend a Student Employment Orientation. This is to assimilate the student to the University and to complete all necessary employment forms before working in the department. This includes presenting documentation to complete their I-9 form, which will be used for the E-Verify process and to complete tax withholding and direct deposit forms. This training time is paid time by the hiring department. The contract date must be the training date or (if a rehire, within six months of last) the actual first day of work.

Students completing orientation and training will be given an “Employment Authorized” document to take to their supervisor. This notifies the supervisor that the student may now begin work.

If complete documentation is not presented, the E-Verify process cannot be completed at that time and the employee will sign a form indicating that they have not completed their I-9 form and must present appropriate documentation by a given date. After the E-Verify process is completed, the authorization will be sent to the hiring department.

TIME SHEETS AND PAY SCHEDULE

Student Time Sheets are sent to each budget manager by the end of the month. These are to be completed and signed by the student and approved by the budget manager and returned at the first of the month following the period to be paid. Student payroll is processed monthly and directly deposited into the account designated by the student on the 15th of the following month. (Note: if the 15th falls on a weekend or holiday, deposits will occur on the next business day.)

TERMINATION OF EMPLOYMENT

All employees are employed at-will in the State of Alabama and have no guarantee of employment for any specific duration. JSU may terminate or alter terms of employment at any time, for any reason, with or without cause or notice.

Students may be terminated for a variety of reasons. These may include, but are not limited to:

- Loss of funding
- Loss of student eligibility
- Failure to satisfactorily perform assigned duties in a timely manner
- Repeated absenteeism or tardiness

Supervisors are advised to consult with the Office of Human Resources prior to terminating an employee. The supervisor should notify the Office of Human Resources in writing of voluntary and involuntary terminations and state the last day worked/to be worked if other than the date stated on the contract. Email notification is preferred as listed above. If a replacement is needed, the cycle starts again.

Students deciding to leave employment should give notice of intent to leave to their supervisor.

UNEMPLOYMENT

Based on Alabama Code, Section 25-4-10 (b) (11), student employment at a college or university will not be covered by any program of unemployment insurance.

RESPONSIBILITY

The Office of Finance & Administration is responsible for this policy.

EVALUATION

The policy will be reviewed annually by the Office of Human Resources.