



SUBJECT: STUDENT EMPLOYMENT

- I. PURPOSE: To establish policy and guidelines for student employment.
- II. POLICY:
 - A. For the benefit of our students, hiring preference for all part-time campus positions will be given to students who are currently enrolled in a minimum of six credit hours and making satisfactory progress toward the completion of a degree (e.g. 2.0 GPA, within probationary grace period; fewer than 140 accumulated credit hours).
 1. Supervisors have full authority to hire, and also to terminate a student employee who is not properly doing the assigned work.
 2. All student positions, both hourly and work-study are advertised through Human Resources to provide consistency and equal opportunity. Each position will be advertised on the posting board and web site for a minimum of three (3) business days before an applicant is hired.
 3. If the selected applicant has never worked at SUU before, the applicant will go to Human Resources, to complete an Employee Payroll Action Form (EPAF) along with a Federal W-4 and I-9 form. Office personnel will verify this information and secure additional signatures if required by the policy. At this time, they will also receive information on the SUU Drug-Free Workplace Policy and the Sexual Harassment Policy.
 4. If the selected applicant has worked for SUU before, (and it hasn't been more than 12 months), the supervisor will complete an Electronic Personnel Action Form (EPAF). If it has been more than 12 months, the student will need to go to Human Resources to complete a new W-4, I-9 and an EPAF. This form will be electronically submitted to the proper departments for approval and forwarded to the payroll office.
 5. University work-study program recipients, approved through procedures outlined by the Financial Aid Office, are awarded a specific dollar amount, based on need. Students are not permitted to earn more than the award amount from work-study funds. Once a student has reached their work-study limit, it is the responsibility of the department to switch the employee to a regular hourly position if employment is to continue and funding is available.



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6. Students may not work in excess of 20 hours per week on campus during fall and spring semesters. During the summer and holiday/vacation breaks students may not work in excess of 40 hours per week on campus without supervisor approval and overtime compensation.
7. All student employees will be paid at least the federal minimum wage. Supervisors have the authority to approve hourly wages up to \$2.00 over federal minimum wage. Hourly wages greater than \$2.00 over the federal minimum wage require a second level of approval beyond the supervisor.
8. Many employers in our region advertise part-time positions through Human Resources. Students may apply directly to the local employer. These procedures lead to the off-campus hiring of our students, in addition to our on-campus student employment program.
9. Student employment at Southern Utah University is not covered by any program of unemployment or retirement.