



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 5.32**  
**Date Approved: 07/27/90**  
**Date Amended: 12/03/02**  
**Page 1 of 2**

---

**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, with 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 an employee who is not properly doing the assigned work.
    - 2. All student positions, both hourly and work study, are advertised through the Career Services Office to provide consistency and equal opportunity. Each position will be advertised on the posting board and web site for a minimum of three (3) days before a candidate is hired.
    - 3. The supervisor and the candidate selected will complete the Payroll Action Request and the applicant will return it to the Career Services Office where he/she will also complete Federal W-4 and I-9 forms, and receive the Drug-Free Workplace Policy. Career Services Office personnel will verify the information, secure additional signatures if required by this policy and forward the forms to the Payroll Office.
    - 4. 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.
    - 5. Students may not work in excess of 20 hours per week on campus during fall & spring semesters except: During the summer and vacation breaks, students may not work in excess of 40 hours per week on campus without supervisor approval and overtime compensation.
    - 6. 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.



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 5.32**  
**Date Approved: 07/27/90**  
**Date Amended: 12/03/02**  
**Page 2 of 2**

---

**SUBJECT: STUDENT EMPLOYMENT**

---

7. Many employers in our region advertise part-time positions through the Career Services Office. Students may apply directly to the local businesses. These procedures lead to the off-campus hiring of our students, in addition to our on-campus student employment program.

FORMER POLICY  
DO NOT USE