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1. Establishing Student Positions. All Positions intended to be filled by Student Employees shall be registered with the Human Resources Office.

1.1 Department Head Request. To request establishment of a Student Position, the employing Department Head shall submit to the Human Resources Office a description of the duties to be performed and the required qualifications.

1.2 Classification Determination. The Student Employment Coordinator shall determine the classification to which the Position is assigned.

2. Hours of Work Limitations. Students are not authorized to work during scheduled class times. International Students are limited, by law, to 20 hours per week when classes are in session. It is recommended all Students be limited to a total of 25 hours per week when classes are in session.

3. Benefits. Student Employees are not eligible for any of the University's Employee Benefits.

4. Beginning Hourly Wage Rates. Student Employees shall be paid an hourly rate not less than the Federal Minimum Wage rate. The current hourly rate minimums by classification are:

- Level 1—\$10.00; under immediate supervision, performs routine or non-routine tasks requiring basic training and/or skills. Previous experience, specific education or specialized skills are not required. (Example: Community service students trained by off-campus sites, physical labor such as set building or grounds crew, students covering the phones, making copies, mail.)
- Level 2, —\$11.00; under general supervision, performs tasks requiring training and skill and/or a level of knowledge proficiency. Frequently jobs at this level may require some discretion in judgement and decision making. Previous experience, education or skills may be required. (Example: Student Orientation Counselor (SOC), ITS production – general crew, tutor.);
- Level 3— \$12.00; under minimal supervision, completes more highly complex duties requiring specialized knowledge and/or experience. The work is normally within the student's course of study at the senior or graduate level and the employee may coordinate the work of others or may be responsible for a project from conception through implementation and evaluation. (Example: Research Assistant, Law School Research Assistant and structured study group leader, web design.)

4.1 Approval of Exceptions. Any wage rates other than these must have advance approval of the President or designee.

5. Performance. The Department Head is responsible for notifying the Human Resources Office of any unsatisfactory performance.

6. Position Vacancies. Departments shall notify the Human Resources Office of any vacancies to be filled by Students.

7. Application and Employment Procedures. Students seeking University Student employment shall review the job opportunities listed on the Washburn website for Student Employment.

7.1 Applicant Interview. The employing Department shall conduct interviews and select the chosen candidate(s).

7.2 Employment Documents Filing Requirement. Student Employees shall not begin working until all employment documents have been completed and filed with the Human Resources Office.

8. Exceptions to Student Employment Regulations.

8.1 Excluded Students. Employees not subject to these employment regulations even though Students are those whose primary University status is as an Employee. Regulations set forth in Subject B. Recruitment and Employment, may apply to these Students.

8.2 Social Security. Student Employees enrolled in less than a one-half-time course load at the University are subject to Social Security and Medicare withholding.

9. Student Summer Employment. Students may also work as Student Employees during the summer even though not enrolled in classes. To qualify as a Student, the individual must have filed a formal intent to enroll at the University for the following Fall semester.

10. Work Study Students. Additional regulations apply to those Students who are employed under the Federal Work-Study program. Contact the Financial Aid Office for details.

11. Time Reports. Time reports covering the previous work period must reach the Payroll Office via Web time entry or the Human Resources Office by 5:00 p.m. on the Monday following the end of that work period if unable to complete via Web time entry.

12. Criminal Background Checks.

12.1 Definitions. For the purpose of these regulations and procedures the following definitions apply:

12.1.1 “Vulnerable population” means groups of persons whose range of options is severely limited including, but not limited to, the elderly, people with disabilities, and the homeless.

12.1.2 “Community service” means a wide range of services provided by non-profit, government, and community-based organizations which are designed to improve the quality of life for community residents. (A more comprehensive definition appears in regulations for Operating a Federal Work Study Program, Chapter 2.)

12.2 Applicants. Criminal background checks (CBC) shall be conducted on all Students to whom a conditional offer of employment has been made for a position described in 14.2.2 below. For positions involving access to financial assets and/or student records, the hiring Department may request a CBC. (See Subject B. Recruitment and Employment for additional regulations regarding background checks.)

12.2.1 The responsibility for determining if a CBC will be conducted shall be that of the Student Employment Coordinator for all Student positions.

12.2.2 Student employment positions requiring CBCs include, but are not limited to, positions:

- As Assistant Coaches;
- As Technical Support;
- As Resident Assistants;
- As Teaching Assistants;
- As Cashiers;
- As Tutors;
- Involving community service; and,
- Involving activities with minors or the vulnerable population.

12.2.3 Normally, a pre-employment CBC is not required on a Student when:

- A CBC has been conducted on the Student either as a part of an academic program or for a University Student or non-Student position, and the individual has, since the CBC was completed, not had a period of more than 1 year during which the individual was neither a Student nor an Employee.