

Table of Contents

1. Establishing Student Positions..... 2

2. Student Position Classifications..... 2

3. Hours of Work Limitations..... 2

4. Benefits..... 2

5. Beginning Hourly Wage Rates..... 2

6. Annual Hourly Wage Increases--General 3

7. Annual Increase Rates..... 3

8. Position Vacancies..... 3

9. Application and Employment Procedures..... 3

10. Exceptions to Student Employment Regulations..... 4

11. Student Summer Employment 4

12. Work Study Students..... 4

13. Time Reports 4

14. Criminal Background Checks 4

14. Criminal Background Checks 4

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

1.1 Department Head Request. To request establishment of a Student Position, the employing Department Head shall submit to the Financial Aid 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. Student Position Classifications. Each Student Position shall be classified into one of four position groups:

- General Office, Labor, and Service;
- Skilled Workers, Heavy Labor, and;
- Tutors, Lifeguards; and,
- Student Supervisors.

3. Hours of Work Limitations. The maximum number of hours Students may work in their University employment shall be 40 per week. 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.

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

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

- General Office, Labor, and Service—\$7.25;
- Skilled Workers, Heavy Labor, —\$7.50;
- Tutors, Lifeguards— \$8.00; and,
- Student Supervisors—\$7.50.

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

6. Annual Hourly Wage Increases--General.

6.1 Mandatory Increases. Annual hourly wage increases are mandatory if the Student's service has been satisfactory. Increases are subject to available funding.

6.2 Effective Date. The effective date of increases is the start of each successive year of departmental employment rather than the beginning of the fiscal or academic year.

6.3 Department Head Responsibility. The Department Head is responsible for notifying the Financial Aid Office of any recommended increases.

7. Annual Increase Rates. Student Employees who have satisfactorily completed one year of service receive increases in hourly wage as follows. Raises are subject to available funding.

7.1 General Office, Labor, and Service Classifications. Students in these classifications receive 25 cents after the first year and 25 cents after each additional year of satisfactory service.

7.2 Skilled Workers, Heavy Labor, and Telecounselors Classifications. Students in these classifications receive 25 cents after each year of satisfactory service.

7.3 Tutors. Tutors receive 25 cents after each year of satisfactory service.

7.4 Student Supervisors. Student Supervisors receive 25 cents after each year of satisfactory service.

8. Position Vacancies. Departments shall notify the Financial Aid Office of any vacancies to be filled by Students.

9. Application and Employment Procedures. Students seeking University Student employment shall review the job listings on the MyWashburn website under the Financial Aid tab.

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

9.3 Employment Documents Filing Requirement. Student Employees shall not begin working until all employment documents have been completed and filed with the Financial Aid Office.

10. Exceptions to Student Employment Regulations.

10.1 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.

10.2 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.

11. 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.

12. 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.

13. Time Reports. Time reports covering the previous work period must reach the Business Office via Web time entry or the Financial Aid Office by 5:00 p.m. on the Monday following the end of that work period.

14. Criminal Background Checks.

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

14.1.1 “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.

14.1.2 “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.)

14.2 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.)

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

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

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

14.2.3 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.