



POLICY STATEMENT 33 STUDENT EMPLOYMENT

POLICY DIGEST

Monitoring Unit: Olinde Career Center Initially

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I. PURPOSE

To establish the policy governing the employment of students by the university. This Policy Statement is in support of [PM 8](#) on the subject of Student Employment. This policy statement applies to LSU students employed in student employee positions at LSU, surrounding institutions in the LSU system, and external community partner sites, as well as non-LSU students employed in student roles at LSU. Policies regarding graduate assistantships are found in [PS 21 Graduate Assistantships](#).

II. GENERAL POLICY

Student employment can be a hallmark experience in a college student's journey, providing opportunities to develop and refine competencies necessary to be competitive in their careers, build community and connections on campus, and earn income to meet financial obligations. In addition, student employees are an essential part of the university workforce. While student employment is mutually beneficial, the university acknowledges that student employees are students first and employees second.

III. ENROLLMENT STATUS FOR LSU STUDENTS

- A. Students enrolled at least half-time are eligible for student employment on campus. A half-time student is defined as follows:
 1. Undergraduate Student - One enrolled in an undergraduate college for six or more hours of credit during the fall and spring semesters.
 2. Graduate Student - One enrolled in the graduate school for five or more semester hours in the fall and spring semesters or for three hours in the summer term.
- B. During the last semester prior to graduating, an undergraduate student enrolled in fewer than six hours will be eligible for student employment if the student schedules all courses required for graduation and diploma fees have been assessed.
- C. Summer
 1. Student employment for LSU students during the summer extends to:
 - a. Students enrolled for the summer term at least half-time

- b. Students enrolled in the prior spring semester and registered for the upcoming fall semester. Enrollment for one of the adjacent semesters must be at least half-time.
- 2. Summer Federal Work Study
 - a. A student can use Federal Work Study in the summer if they are qualified and awarded summer Federal Work Study funds. They must be enrolled in at least six credit hours during the summer term.
- 3. An undergraduate or graduate student not enrolled in summer classes can work up to 40 hours per week during the summer as long as they were enrolled at least half-time for the prior spring semester and are enrolled at least half-time for the upcoming fall semester.
- 4. Supervisors should monitor average hours throughout the appointment term to ensure compliance with the Affordable Care Act (ACA). Under the ACA, a full-time employee is an employee who works an average of 130 hours per month (not including Federal Work Study hours) within a 12-month look back period and is therefore eligible for employment benefits.
- 5. The first date students are eligible to begin working 40 hours per week during the summer is the Monday after spring semester finals end.
- 6. Students enrolled in summer courses are eligible to work a maximum of 25 hours per week while class is in session.
 - a. Exceptions due to class requirements (i.e., enrolled in an internship class) can be appealed to the Student Employment Staff in the Olinde Career Center.

IV. ELIGIBILITY AND APPOINTMENTS

- A. Student employees are required to maintain a cumulative 2.0 GPA and may not be on academic probation, as defined by the General Catalog. Employing departments may submit a formal request for an exception.
- B. Preference for student employment positions must be given to LSU students. However, students who attend other institutions are eligible for employment provided they are a current student at their institution. To be eligible during university breaks, the student employee must have been a student in the previous semester and will be a student in the upcoming semester at their institution.
 - 1. Non-LSU students that are eligible for student employment include high school students, incoming freshmen, undergraduate students at another institution, and graduate students at another institution.
 - 2. Non-LSU students will be hired in the job profile of “Student – Non-LSU.”
- C. LSU Online Students Eligibility
 - 1. LSU Online students are only able to be employed as a student employee if their student

employment job is 100% remote due to state laws around immunization requirements.

D. Students on Departmental Budget Sources

1. Continuing undergraduate and graduate LSU students paid from departmental budget sources may be appointed at any time during the academic year. Undergraduate and graduate students on departmental budget may work continuously throughout the year.
2. Newly-entering freshmen, transfer, and hourly graduate students paid from departmental budget sources may be appointed in the “Student – LSU” job profile two weeks prior to the start of their first semester at LSU.
3. A student on departmental budget who is required to be separated during a given semester due to not meeting student employment requirements may be reappointed after the last official day of that semester, provided they meet student employment requirements at that time.

E. Students on Work Study Funds (Federal Work-Study and Chancellor’s Student Aid)

1. Undergraduate students funded through the Federal Work-Study Program or Chancellor’s Student Aid Program may begin working prior to the start of the semester. The date is determined and communicated each year by the Student Employment staff in the Olinde Career Center.
2. The last day for undergraduate students funded through the Federal Work-Study Program or Chancellor’s Student Aid Program to work for the academic year is Commencement Day.

F. The last official day of the semester is Commencement Day for student employment purposes.

G. Students separated due to not meeting university student employment requirements are not eligible for any other type of on-campus employment. (This does not apply to a former student employee gaining a full-time professional or unclassified position.)

H. Students cannot be hired in a different worker type (i.e., temporary job appointments like WAE) to circumvent the regulations outlined in PS 33 (i.e., enrollment, GPA, hours worked regulations). Student employees are to be hired in student job profiles.

I. Graduate Assistants will not normally hold other campus employment; however, this may be possible with the approval of the Graduate School and the department granting the assistantship. In all cases, however, the provisions of [PS 21 Graduate Assistantships](#) shall apply.

J. Students who are classified as “degree only” are not eligible to work as a student employee.

K. As at-will employees, student employees may be terminated at any time.

V. COMPENSATION

A. Student Employee Compensation

1. Student employees must be paid for all hours worked.
2. Students within the same unit performing the same type of work with the same degree of competency should receive the same rate of pay.
3. Each department must have a policy outlining how students may receive an increase in rate of pay. Increases shall be applied in a fair and equitable manner with justification. Pay differentials should be recognized when the student gains job experience, when work is performed in an exceptional manner, or when additional duties and responsibilities are assumed by the student. Increases in rates of pay shall become effective as of the first day of the pay period in which the increase is reported.
4. Minimum and maximum pay rates are established as necessary by the Olinde Career Center. Departments will be informed when changes occur. Any exceptions to the maximum pay rate must be approved by the Olinde Career Center.
5. Student employees are not eligible for holiday pay or fringe benefits.

B. Funding Sources

1. Departmental Budget: Departments may pay students directly from departmentally controlled funds, which may come from a variety of sources including state allocations, grants, and private dollars.
2. Work study is a financial aid award that allows students to earn money through an on-campus job. A student must obtain a qualifying job and work each week to earn a paycheck which is funded from the award.
 - a. Federal Work-Study Program: This is a need-based federal program that provides funding for part-time jobs for undergraduate and graduate students allowing them to earn money to help pay education expenses. Units that hire students who qualify for this aid are able to use the funding source to pay the student's wages. Federal Work-Study is awarded annually based on the student's yearly eligibility as determined by the FAFSA.
 - b. Chancellor's Student Aid: This is a merit-based program typically accompanying university scholarship offers to incoming undergraduate students. Units that hire students who qualify for this aid are able to use the funding source to pay the student's wages. Auxiliary units are ineligible to use this source of funds.
3. Student employees awarded Work Study (Federal Work-Study or Chancellor's Student Aid) can only be paid from work study funds for one job at a time. Students can have multiple jobs on campus, but wages from additional jobs must be paid from departmental funds.

C. One-time Payments

1. Lump sum or one-time payments are not permitted for student employees. If extenuating circumstances exist that would make a one time/lump sum payment the only logical payment method, request for an exception to issue the payment must be requested to and approved by the Student Employment Office before the work can be performed. The approval should be attached in Workday when payment is loaded.

D. Academic Credit

1. To the extent possible, students should be afforded opportunities for employment on the campus which are related to their individual educational objectives. Any student may simultaneously earn academic credit as well as compensation for their employment.

VI. WORK HOURS REGULATIONS

A. A student employee may work up to 25 hours per week during the Fall and Spring semesters and during Summer session when enrolled in classes.

1. International student employees are limited to 20 hours per week while school is in session, except during official university breaks and holidays. See the section on International Students below.

B. No student will be allowed to work more than 25 hours per week during semester sessions while enrolled in classes.

1. Exceptions due to class requirements (i.e., enrolled in an internship class) can be appealed to the Student Employment Office.

C. Student employees holding campus jobs with more than one department may not work in excess of 25 hours per week.

D. Students holding campus jobs are not allowed to work during their scheduled class time.

E. During university holidays student employees can work an additional four hours within the work week for each day classes are not in session. Prior approval is needed from their department and supervisor.

F. Student employees who are eligible to work up to 40 hours per week during the summer semester, between semesters, and other holiday periods should never be allowed to work in excess of 40 hours per week during these designated times or in a regular semester. In the event of this occurrence, the department allowing this will be sanctioned. In addition, any hours worked in excess of 40 in a work week must be paid at time and a half, in accordance with the Fair Labor Standards Act.

VII. FORM I-9

- A. The Student Employment Partner is the professional staff member in a department that oversees the hiring function for student employees. It is a security access role in Workday.
- B. The Student Employment Partner within each unit is responsible for ensuring that a student is eligible for campus employment, including I-9 compliance.
- C. Student Employment Partners are required to schedule and conduct a pre-employment meeting to complete the Form I-9 with each student employee prior to the first day of employment. The Form I-9 (Section 1 & 2) must be completed before a student employee's hire date and before they begin work.
- D. Student Employment Partners and Supervisors that allow employees to begin employment without prior completion of their Form I-9 are subject to disciplinary action for failing to follow LSU protocol.
- E. Student employees who do not have the Form I-9 completed within the legal time frame do not have proper authorization to work which could result in the termination of employment.

VIII. DEPARTMENTAL RESPONSIBILITIES

- A. Open student employee positions should be posted to the student employment online career platform to provide access to all students to apply.
- B. Job descriptions for each type of student job in each department must be included with the employment requisition in Workday. The job description should include a job overview objective sentence, detailed job duties and responsibilities, minimum qualifications, any specialized requirements that would require pre-employment screening, and wage range. A copy of the job description must be provided to the student employee upon hire and must be readily available for review within each department.
- C. The employing department is responsible for identifying and listing any duties that would require pre-employment screenings such as a background check, credit check, physical, etc. in accordance with FASOP: HR-04. The employing department is responsible for ensuring the pre-employment screenings are completed and approved before a student employee is hired.
- D. Each employing unit must provide each student employee a copy of its written policies for student workers. Items covered should include procedures for clocking in and out and reporting absences and tardiness, taking breaks, dress code, mandatory trainings, performance evaluations, etc.
- E. The employing department is responsible for ensuring student employees have completed all mandatory trainings required by the university.
- F. Each department is responsible for maintaining weekly time records for its student employees and for certifying that the time reported is correct. Students must record time daily and all the actual start and stop times of work for the given day should be documented. Rounding of hours is prohibited and cause for payroll fraud. If the student inputs their own time in Workday and it routes to their manager for approval, the record in Workday is the official timesheet.

- G. Suspected payroll fraud must be reported to LSU's Office of Internal Audit. Students determined, after an official investigation, to have committed payroll fraud will be terminated immediately. The LSU Police Department, the Office of Payroll, and the Office of Student Advocacy & Accountability will be notified of the findings of any investigation. State law requires that any misappropriation of funds must also be reported to the District Attorney and the Legislative Auditor.
- H. If a department chooses to use paper timesheets and the Timekeeper enter time in Workday for student employees, time sheets must be signed by the student and maintained in the employing unit for at least three years. Time sheets are to be completed in ink and maintained by the supervisor at all times. Once the original time sheet has been signed by the supervisor, it should not be returned to the student for any reason.

IX. NEPOTISM

- A. Student employment is to be conducted in accordance with LSU [Policy Statement 25](#) on Nepotism.
 - 1. "No member of the immediate family of any administrator may be employed within that individual's administrative area, whether or not intervening levels of supervision are present between the administrator and the immediate family member."
 - 2. "Employing family members within the same department not covered by this policy or with whom an employee has a Close Personal Relationship is generally discouraged due to potential or perceived conflicts of interest."

X. STUDENT EMPLOYEE REMOTE AND FLEXWORK ARRANGEMENTS

- A. Student employee flexwork or remote arrangements are to be conducted in accordance with LSU FASOP: HR-03 (Flexwork Arrangements: Guidelines and Procedure)
- B. Flexwork arrangements are at the discretion of the department contingent on business need and employee performance.
- C. The student employee must have an approved work schedule and ensure proper compliance and documentation of work hours.
- D. The student employee is expected to maintain the same level of availability, levels of production, and quality of work as though the employee were working out of the regular work location.
- E. Student employees who work remotely must reside and work from the state of Louisiana.

XI. INTERNATIONAL STUDENTS

- A. International students on F-1 or J-1 visas with employment offers are eligible for a Social Security number. In general, an international student is eligible for employment if they hold an F-1 or J-1 visa.

- B. International students who are on F-1 or J-1 visas are limited to no more than 20 total hours per week of employment while school is in session, except during official university breaks and holidays (Citation of the Code of Federal Register: 8 C.F.R. 214.2 (f) (9) (i)).
- C. International students must be enrolled full-time to be eligible for student employment unless they are in their final term of study and have authorization from international student services staff in the Office of Global Engagement.

XII. SOURCES

[PM 8 Student Employment](#)

[PS 21 Graduate Assistantships](#)

[PS 25 Nepotism](#)