

STUDENT EMPLOYMENT POLICY

The University provides students with a variety of opportunities to seek student employment on the campus. Student employees are considered to be temporary, part-time employees of Frostburg State University. The primary purpose of student employment programs is to stimulate and promote the part-time employment of eligible students, while also providing meaningful employment experience and on-the-job training. Funds for these jobs are provided in Object 02-Technical and Special Fees, for state funded positions, in the auxiliary services budget, and from contractual and grant funds that include Federal Work Study. Frostburg State University is an Affirmative Action/Equal Employment Opportunity employer.

Employment is available throughout the institution: in academic departments, administrative offices, and other units of the institution. Eligible students may perform work for the University so long as such work:

- \* will not result in the displacement of regular workers or impair existing service contracts;
- \* does not involve politics or religion;
- \* does not give the student academic credit for a requirement of a degree which is usually performed without remuneration;
- \* is not solely or primarily for the personal benefit of an individual (publication of a book, thesis, private research, etc.)

General Student Employment Regulations

1. Only students accepted into a degree program and scheduled to attend Frostburg on at least a half time basis may work on student employment programs. All other employees follow regular employee policies through the Office of Human Resources.
2. Students may not begin to work on the Federal Work Study program without being cleared by the Financial Aid Office.
3. All job openings, for both Federal and State employment, will be posted on the Job Placement Board in the Student Employment Office.
4. When school is in session, students may work no more than forty hours per pay period. When school is not in session, students may work no more than forty hours per week. Students working in more than one department must keep each department informed of total hours worked

in other jobs to ensure that the appropriate hour limit is not exceeded.

5. Students may work no more than five consecutive hours without an unpaid rest period of at least 30 uninterrupted minutes.
6. A work permit is required of all students under the age of 18.
7. Federal Work Study students may not work beyond the last day of the academic year without prior approval of the Financial Aid Office.
8. Students working within the same department with equivalent duties and responsibilities and equivalent skills and experience must be paid the same rate of pay. Exceptions must be approved in writing by the appropriate Vice President and be on file in the Student Employment Office. Student employees must be paid at least the prevailing minimum wage established by federal or state law, whichever is higher.
9. The current FICA tax rate will be charged for students enrolled less than full-time during the regular academic year.

The published FSU Student Employment Handbook provides procedures and guidelines for job placement, employment process, wage differentials, completion of timesheets, issuance of payroll checks, as well as supervisor and student responsibilities. Students and supervisors are responsible for adhering to them.

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